OC180

Card T&A Management System

User Guide

(V1.0)

ANVIZ • Shanghai

Subject to change without notice.

Preface

Honorable customers,

Thanks for choosing products of our company. The product with world cutting edge technologies—computer communication, as well as microelectronics, is considered to be combination of three technologies: electronics, optics and computer communication. It is no doubt that it has become the first choice of standalone time & attendance for enterprises with its strong function and veracity.

OC100 series traditional RFID technology. All models come with powerful background time attendance management software which can support all kinds of complicated shift and generate various reports. It is versatile, convenient and multi-functional.

Please read this user manual carefully to have an initial understanding of functions and basic knowledge of installation, debugging, maintenance, application and management to better use this product.

Advantage of Card Time Attendance

- **Three level-up**
  1. Management level-up
  2. Profit level-up
  3. Enterprise image level-up
- **Three reductions**
  1. Employee dispute reduction
  2. Work redundancy reduction
  3. Environmental pollution reduction
- **Three eliminations**
  1. Buddy punching elimination
  2. Loss and damage elimination
  3. Circular cost elimination
- **Full function**

The system can realize different functions such as attendance remark, calculation and report printing. The remark can be made for reasons such as business leave, absence, marriage holiday and etc.; the checking and calculation can be made in accordance with different time periods, departments, individual or combination due to various reasons for absence; the report generation and printing function can be realized perfectly.

- **Flexible Shift Maintenance**

The software supports shift on week basis, rotation shifts etc. Various shifts, public holidays, individual leave and overtime are available to meet the complicated needs of every enterprise.

- **Standalone**

The machine can work without connecting to PC, convenient in operation and no need to occupy any extra resource.

- **Multi-communication in network**

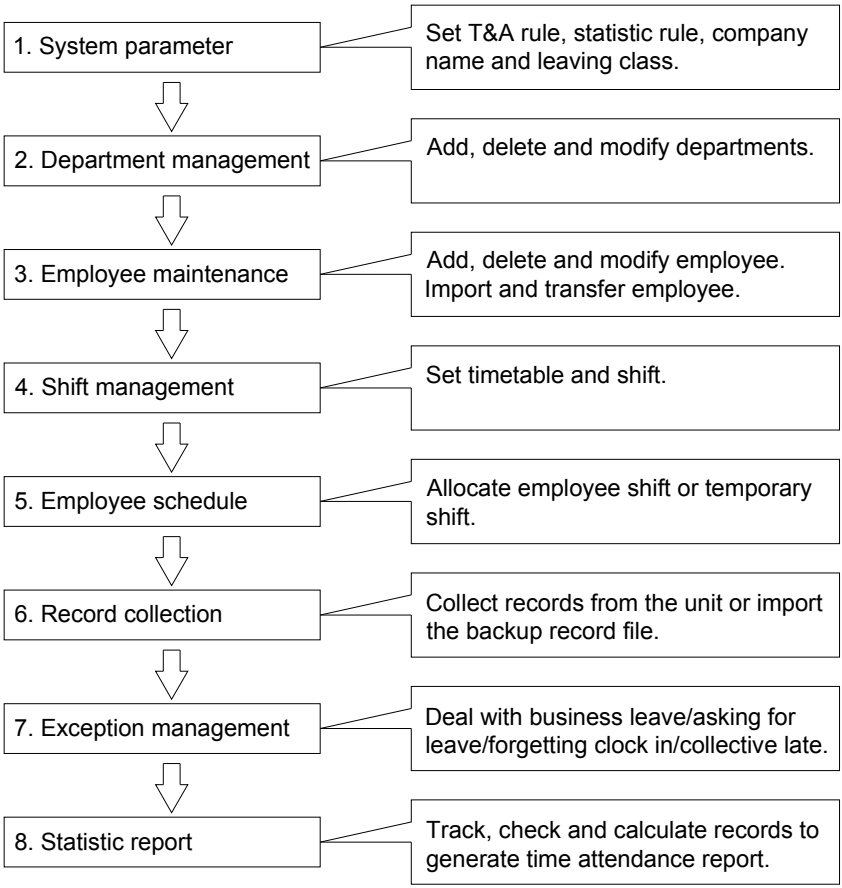
For large enterprise, multiple devices can be applied to do attendance synchronously, which will be convenient for large quantity of users and save time.

Software Operation Flowchart

(Important chapter please read carefully)

This software includes: System parameter, department management, employee maintenance, shift management, employee leave and statistic report etc. Then how to use this system in a right way? It is far from enough to understand only the function of each module but to know the connections between them and the system operation flowchart. Thus, a correct report can be generated.

Software operation flowchart can be described in brief as follows:


1. System parameter
Set T&A rule, statistic rule, company name and leaving class.
2. Department management
Add, delete and modify departments.
3. Employee maintenance
Add, delete and modify employee. Import and transfer employee.
4. Shift management
Set timetable and shift.
5. Employee schedule
Allocate employee shift or temporary shift.
6. Record collection
Collect records from the unit or import the backup record file.
7. Exception management
Deal with business leave/asking for leave/forgetting clock in/collective late.
8. Statistic report
Track, check and calculate records to generate time attendance report.

1. When the software is run for the first time, please set parameters including company name, time attendance rule, statistic rule for early, late and overtime etc. , leave class. When the setting is completed, it is usually not needed to be modified unless the management rules of this company changes.

2. Normally there are many departments in one company and all departments need to be entered manually unlike the directly import of employee. Department setting should be completed before employee maintenance.

3. When the software is used for the first time, please make a Text file (*. txt) or MS Excel file (*.xls) for company employee in accordance with certain format. For the format, please refer to [import employee list] so that all employee can be imported to the system at one time. Employee can be added, deleted, modified and transferred to new department during future use.

4. First add the proper timetable (from on-duty time to off-duty time) according to the company rule and then set shifts.

5. After the shift setting is completed, it will work until shift is allocated to employee. Each employee can only have one shift. Please note the starting date of the shift. After the allocation of the shift, the arranged working date and time can be seen clearly for each employee.

6. Attendance records are stored in the time attendance unit. Please download the records from the unit before report calculation. In addition, employee information can be uploaded and downloaded between the unit and the computer. Please refer to “Background management” for detailed information.

7. There is always employee away for business, asking for leave and forgetting clock happening in a company. Once it occurs, please deal with it in time in the software to ensure the correctness of the statistic report.

8. After all the above mentioned operation is done, the calculation of report can be operated. The report can calculate the time attendance status of all employee or a certain employee from a certain department in a certain time period.

In [Attendance Calculating and report], first please select the starting and ending date of the employee, click “Calculate” and the system will calculate automatically and check the validity of the records. (There are some invalid records during the use of the unit. For instance, if one employee presses the card twice during a very short time period, one of the records will be regarded as invalid.) If there is any error in the software calculation, admin can also modify manually to ensure the correctness of the result.

Please note: From the above flowchart, we can see that if there is an error in calculation report for one employee, the possible reasons are as follows:

Employee shift or temporary shift is incorrect.

Exceptions such as employee away for business/ask for leave/forgetting clock in/out is incorrect.

Checking and calculation of transaction records is incorrect.

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Chapter1 Introduction

The main theme of this chapter is the advantage of this T&A, as well as function introduction.

1 Product Introduction

1.1 Introduction

The OC180 is a professional proximity card Time Attendance system released in 2011. The multiple identification methods of different combination of card and password can meet the needs of different clients.

1.2 Product Feature

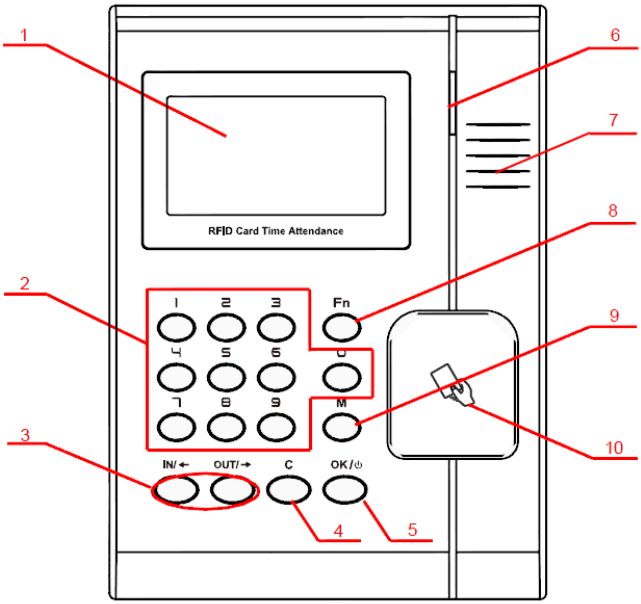
- TI Stellaris® 32-Bit High Speed CPU,Stable and reliable,Unique low power consumption design;
- Support 20000 Cards,200000 Records, 16 Customizable T&A Status,6-digit WorkCode , Short Message ;
- Support USB Device & Host, TCP/IP;
- Support Card,PW,RF+PW;
- Rechargable1100mAH battery, Standard EM RFID；

Chapter2 Operation Guide

This chapter is mainly about appearance illustration and relevant system settings such as how to add and delete users etc.

2 Operation Guide

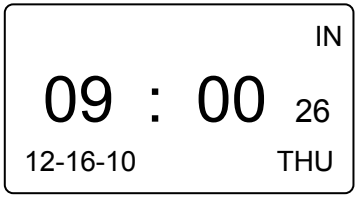
2.1 Introduction



1.LCD	6.LED
2.0-9 Num.Key	7.Speaker
3.State Key/ Page (Up/Down)	8.Work Coder Key
4.Delete/Exit Key	9.Menu Key
5.Confirm/Power Key	10.Swipe Card Area

2.2 Time attendance status

Power on and press power key to start terminal. Prompt by LED light and display on the LCD：



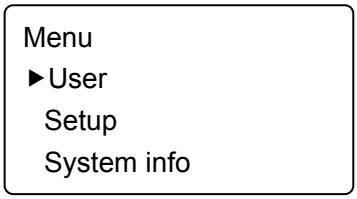
In this status, we can start user T&A, status setting, entering management mode and power off operation.

The followings are detailed introduction for T&A machine operation.

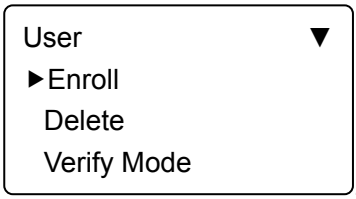
2.3 User

Employee info management includes user registration, user deletion, Verify Mode and manager setup and deletion.

Press [M] to enter system management mode [User] option with【IN\◄】、【OUT/►】 key.

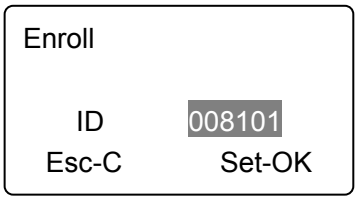


Press [OK] button to enter the sub-menu,

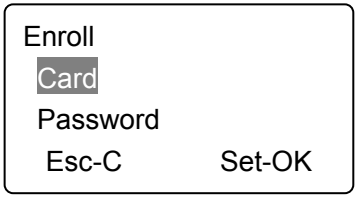


2.3.1 User enroll

In [User] menu - [Enroll], Press [OK] to enter user registration interface. Input user ID, i.e. 8101,

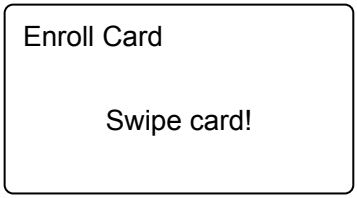


Press [OK] to continue,

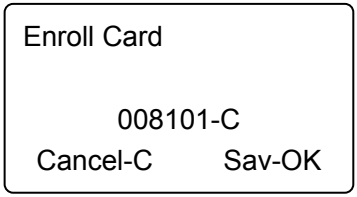


Card registration:

Press【IN\◄】、【OUT/►】key to [Card] option. Press [OK] and continue,



Swipe one ID card one time. The system will get card number and enter save interface,

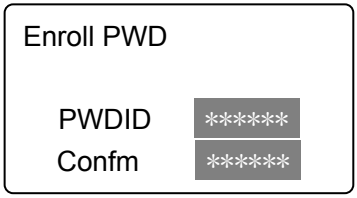


Press [OK] to save card number. Press [C] to exit and enter user registration interface.

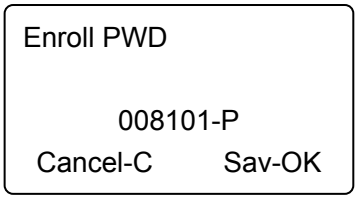
Password registration:

Press【IN\◄】、【OUT/►】 key to [Password] option. Press [OK] to continue,

Input password with 1-6 digit. Press [OK] to confirm. Input password again. The system will prompt,



Press [OK] key and enter save interface,

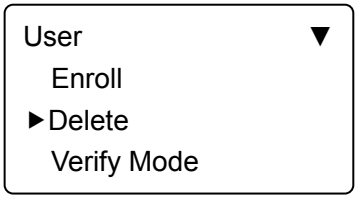


Press [OK] key to save password. Press [C] key and exit to user registration interface.

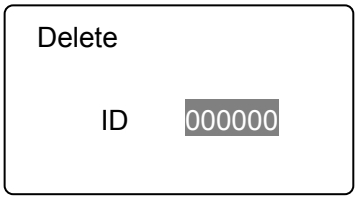
2.3.2 User Deletion

When there are employees leaving or employee info changing, we need to delete these employees to free more memory space.

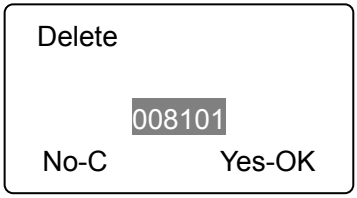
In [User] menu, press 【IN\◄】、【OUT/►】key to [Use delete] option



Press [OK] key to enter user deletion interface,.



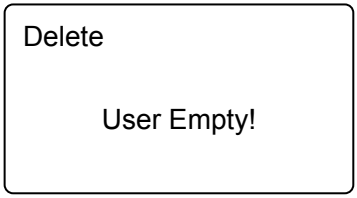
Input employee ID to be deleted. Press [OK] and enter delete confirm interface,



Press [OK] to confirm with voice prompts ‘Deletion successfully’. Press [C] to cancel.

Prompt: employee deletion will delete all info of the employee and can’t resume. Please take caution!

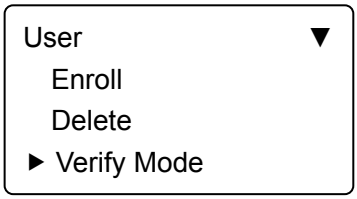
When machine has no such employee ID, the system will prompt,



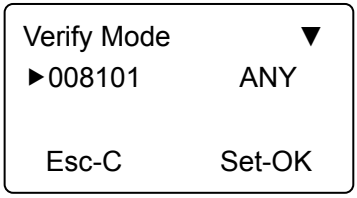
2.3.3 Verify Mode

Setting verify mode of the employee, there are two modes: SEPT and RF+PW.

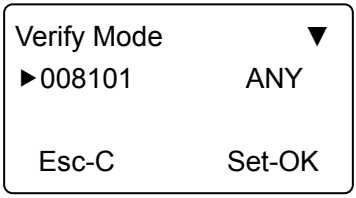
In [User] menu, press 【IN\←】、【OUT/→】 key to [Verify Mode] option:

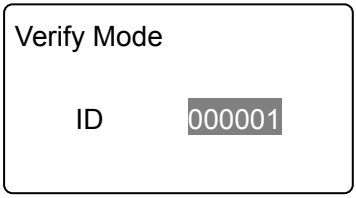


Press [OK] key to enter the setting interface:

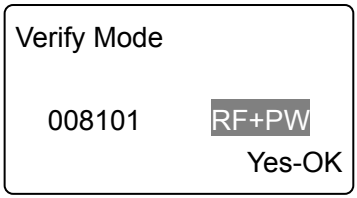


Press 【IN\←】、【OUT/→】key to select employee or press [OK] to input user ID:

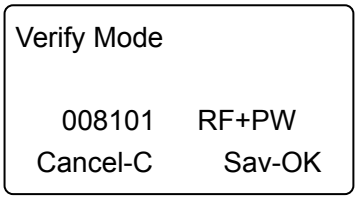




After input user ID, press [OK] to enter setting interface.



Setting employee's verify mode through 【IN\◄】、【OUT/►】key, and press [OK] key to confirm and enter save interface:

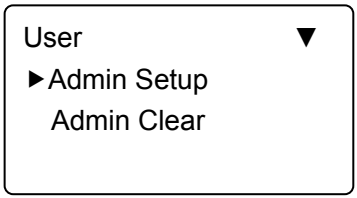


Then press [OK] key to save this setting; Press [C] key to cancel this operation.

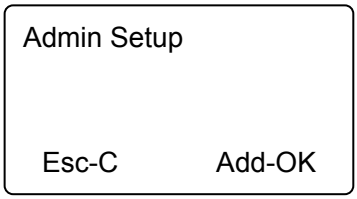
2.3.4 Manager Setup

To prevent illegal managers, we need to set device manager who should be identified to enter menu and do operation.

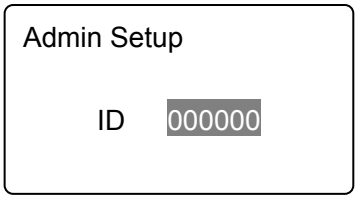
In [User] menu, press 【IN\◄】、【OUT/►】key to select [Manager Setup] option:



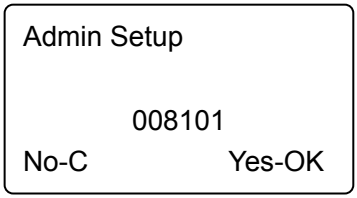
Press [OK] key to enter [Manager Setup] interface,



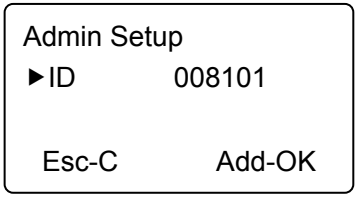
Press [OK] to start adding manager,



Input the user ID i.e. 8101. Press [OK] key to enter manager setup save interface,

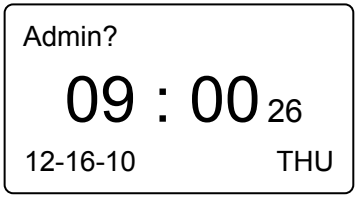


Press [OK] key again to confirm saving. After adding completed, exit to manager setup interface.



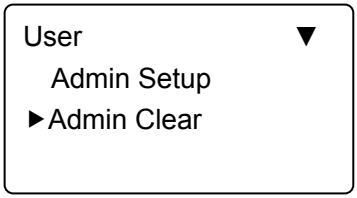
You can press [OK] key to continuously add other managers, and press [C] to exit as well.

After adding manager, it needs the verification of the manager's fingerprint to enter Menu. The interface is as following;

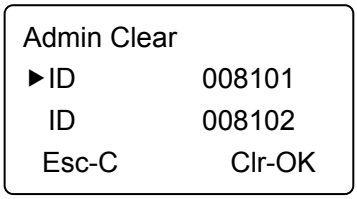


2.3.5 Manager Clear

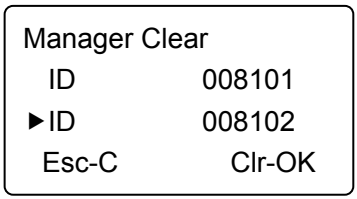
Choose [Manager Clear] option in [User] menu.



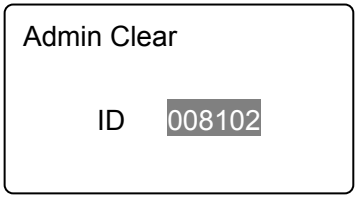
Press [OK] to enter manager clear interface,



Press 【IN\◀】、【OUT/▶】key to choose the manager ID to be deleted, i.e. 8102:

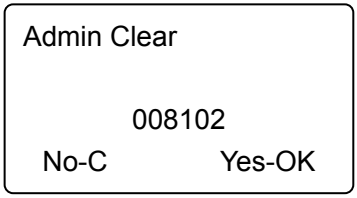


Press [OK] key to confirm he manger ID.

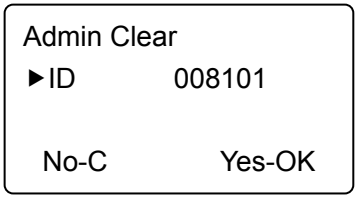


Note: in manager clear interface, you can press [OK] key to input manager ID and delete it manually.

Press [OK] key to confirm the manager ID to be deleted, and enter manager clear interface,



Press [OK] key again and confirm to delete manager 8102. Then exit to manager clear interface.

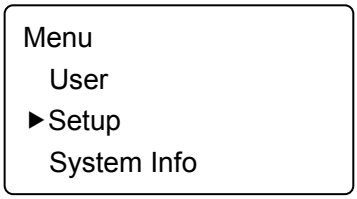


Press [OK] key to delete manager continuously. Press [C] key to exit manager clear interface as well.

2.4 Setup

Setup menu mainly includes system setup and log setup.

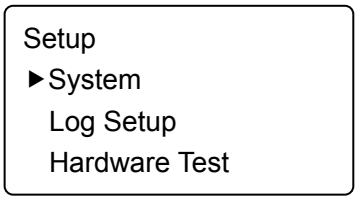
Enter management menu, press 【IN\←】、【OUT/→】key and shift to [Setup] option.



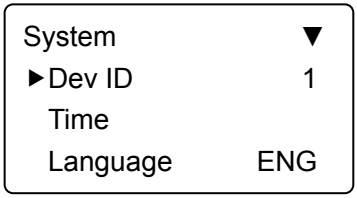
Press [OK] key to enter [Setup] sub-menu. Press 【IN\←】、【OUT/→】key to shift menu.

2.4.1 Device ID

In [Setup] menu, press 【IN\←】、【OUT/→】 key to enter [System] setup option,



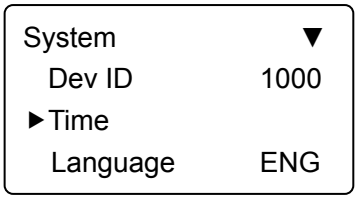
Press [OK] key to enter system setting sub-menu,



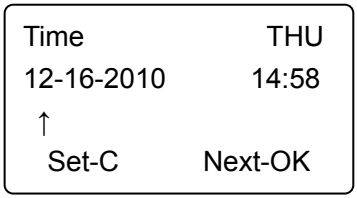
Prompt: Device ID range is 0-99999999, and default is 1.(Device ID must enter as same as in the communication software), When the device ID as “Null”, must use the lasted 8 digit of the serial number for communication with software.

2.4.2 Time

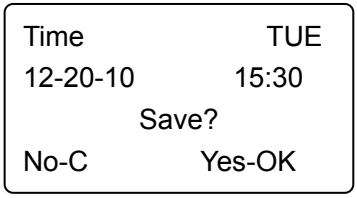
In [System] setup menu, press【IN\←】、【OUT/→】key and shift to [Time] option,



Press [OK] key to enter time setting interface.



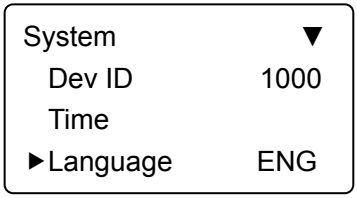
You can press the [OK] key to shift the year, month, day. And adjust the time. After setting completed, press [C] key and enter system time save interface,



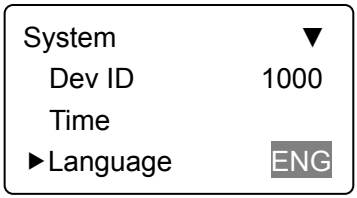
Press [OK] key to save system time. Press [C] key to cancel and exit to upper menu

2.4.3 Language

In [System] setup, press 【IN\←】、【OUT/→】key and shift to [Language] option,

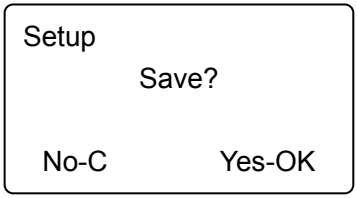


Press [OK] key to enter language setting interface,



You can press 【IN\←】 or 【OUT/→】 key to shift the language. And then press [OK] to confirm.

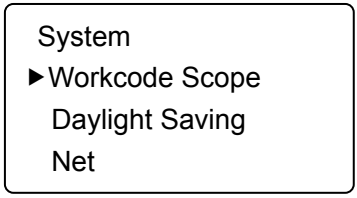
Then you can continue to do other function settings. And press [C] key to enter setting save interface.



Press [OK] key to save system setting. Press [C] to cancel and exit to upper menu.

2.4.4 Workcode Scope

In [System] setup, press 【IN\←】、【OUT/→】key and shift to [Workcode Sope] option,

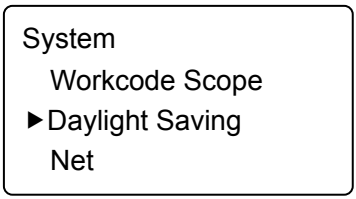


Different types of work code, Digital number range 1-999999.

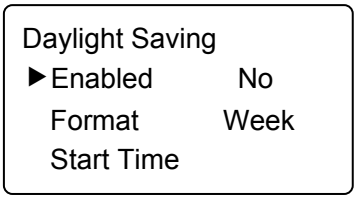
2.4.5 Daylight Saving

Automatically switch daylight saving time base on week or date

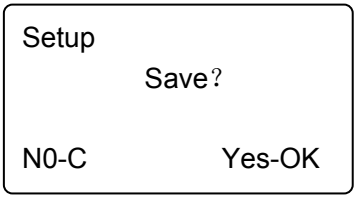
In [System] setup, press 【IN\◄】、【OUT/►】key and shift to [Daylight Saving] option,



Press [OK] key to enter Daylight Saving interface:



When you enable “Daylight Saving” function you need select format first (week or date). Then you need set the time point for “Daylight Saving” start time and end time. And press [C] key enter save interface.

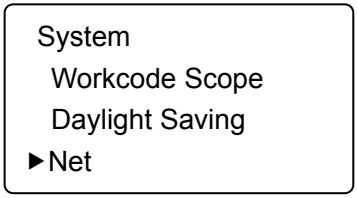


Press [OK] to Confirm and save 。

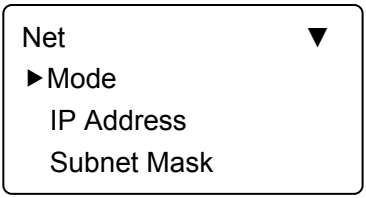
2.4.6 Net

Network setting main includes [IP Address], [Subnet Mask], [MAC Address] and [Gateway IP] settings.

In [System] setup, press【IN\◄】、【OUT/►】key and shift to [Net] option,



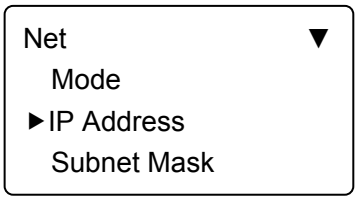
Press [OK] key to enter net parameter interface,



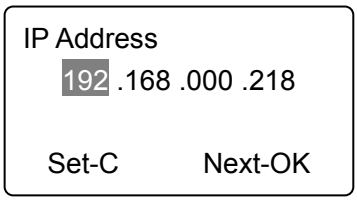
Press 【IN\◄】、【OUT/►】key to do net parameter setting.

[Mode]: Including the server and the client, the system default for the server

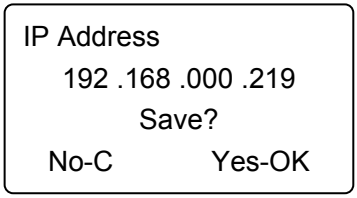
[IP Address]: Press 【IN\◄】、【OUT/►】key and shift to [IP address] option,



Press [OK] key to enter IP address setting interface,

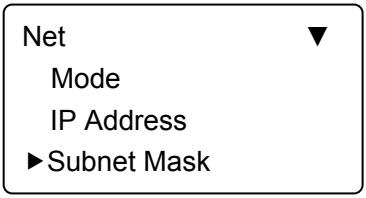


Press【IN\◄】、【OUT/►】key or number key to input IP address. Press [OK] key to shift between the 4 segments. After setting completed, press [C] key to enter IP address save interface.

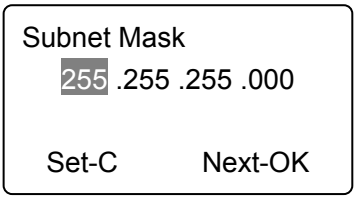


Press [OK] key to save the modification. Press [C] key to cancel.

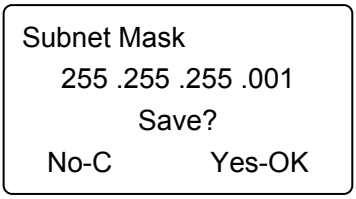
[Subnet Mask]: Press 【IN\◄】、【OUT/►】 key and shift to [Subnet mask] option.



Press [OK] key to enter subnet mask setting interface,

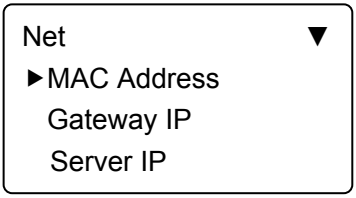


Press 【IN\◄】、【OUT/►】 key or number key to input subnet mask. Press [OK] key to shift between the 4 segments. After setting completed, press [C] key to enter subnet mask save interface.

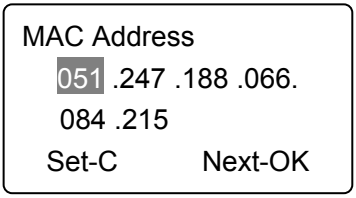


Press [OK] key to save the modification. Press [C] key to cancel.

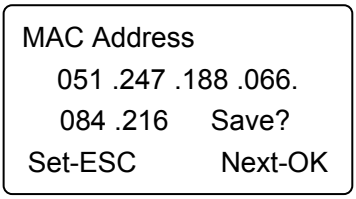
[MAC Address]: Press 【IN\◄】、【OUT/►】key and shift to [MAC address] option.



Press [OK] key to enter MAC address setting interface,

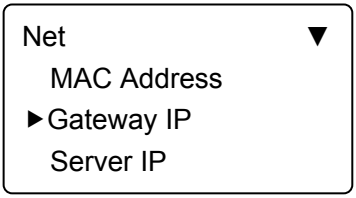


Press 【IN\◄】、【OUT/►】 key or number key to input MAC address. Press [OK] key to shift between the 6 segments. After setting completed, press [C] key to enter MAC address save interface.

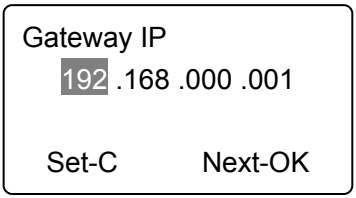


Press [OK] key to save the modification. Press [C] key to cancel.

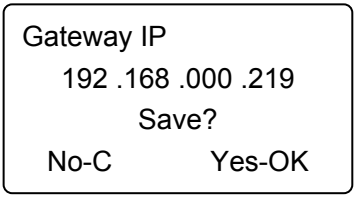
[Gateway IP]: Press 【IN\◄】、【OUT/►】 key and shift to [Gateway IP] option.



Press [OK] key to enter gateway IP setting interface,



Press 【IN\◄】、【OUT/►】 key or number key to input gateway IP. Press [OK] key to shift between the 4 segments. After setting completed, press [C] key to enter gateway IP save interface.

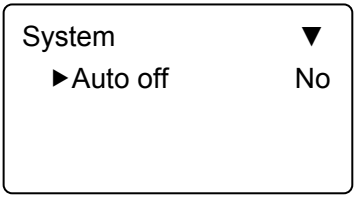


Press [OK] key to save the modification. Press [C] key to cancel.

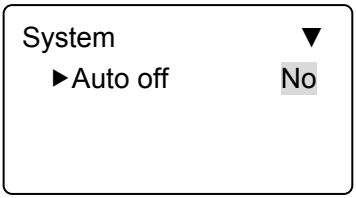
2.4.7 Auto Off

Auto off is the time period from the last operation on device to coming into dormancy status. Time range is 1-250 seconds. 'No' is no dormancy for ever.

Press【IN\◄】、【OUT/►】 key and shift to [Auto off] option.



Press [OK] key to enter auto off setting interface,

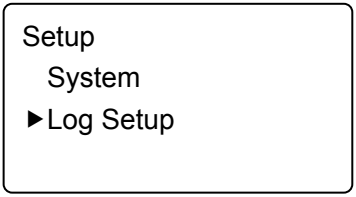


Press【IN\◄】、【OUT/►】 key or number key to input dormancy time. Press [OK] key to confirm. Then press [C] to save the setting.

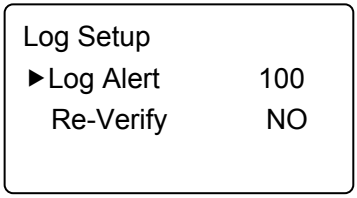
2.4.8 Log Alert

Log warning number has the highest limit of 5000. When the available records memory is less than the "Glog Wrn", system will prompt corresponding operation.

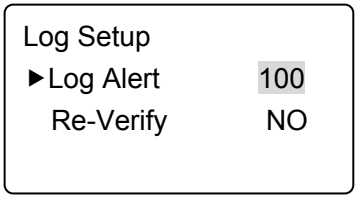
Press 【IN\◄】、【OUT/►】 key and shift to [Log Setup] option.



Press [OK] key to enter sub-menu,



Press 【IN\◄】、【OUT/►】key and shift to [Glog Wrn] option. Press [OK] key to enter log warning setting interface.



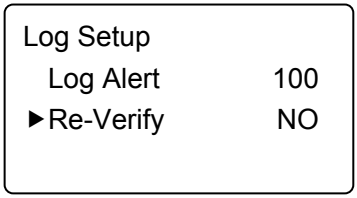
Press 【IN\◄】、【OUT/►】key or number key to input log warning number. Press [OK] key to confirm. Then press [C] to save the setting.

2.4.9 Re-Verify time

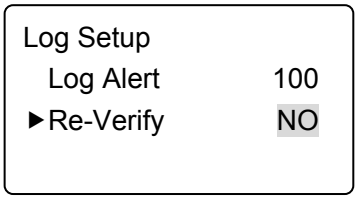
The Re-verify time is the time interval in which you make continuous records with the same card (1-250 minutes), and then the device will only save the first record. If the re-verify value is “NO”,

It means that you every record saved in the device.

In [Log Setup] menu, press【IN\◄】、【OUT/►】key and shift to [Re-Verify] option,



Press [OK] key to enter re-verify setting interface,



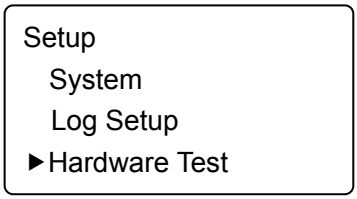
Press 【IN\◄】、【OUT/►】key or number keypad to input time. Press [OK] key to confirm. Then press [C] to save the setting.

Prompt: if the same card is identified continuously in re-verify time period, only the first record will be saved in device memory.

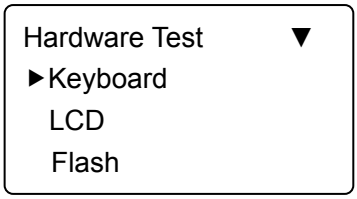
2.4.10 Hardware Test

Test the functions of machine keyboard, LCD, voice and data area.

Select [Hardware test] option in [Setup] menu

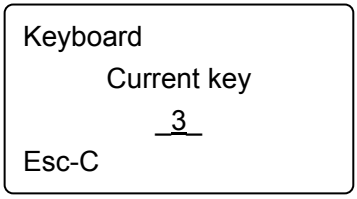


Press [OK] to enter setting interface as following:

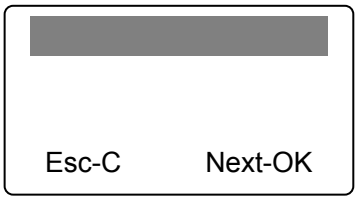


Press【IN\◄】、【OUT/►】key to choose testing option and press [OK] key to start.

Keyboard: press【IN\◄】、【OUT/►】 key to select [Keyboard] option, and press [OK] to enter keyboard testing interface. Then press any key to start keys testing (i.e. press key 3, if interface shows current key as 3, it indicates the key 3 works).



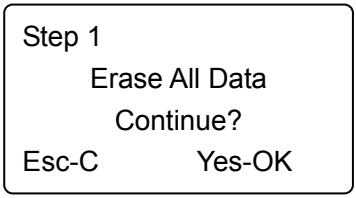
LCD: press 【IN\◄】、【OUT/►】 key to select [LCD] option, and press [OK] to enter LCD testing interface.

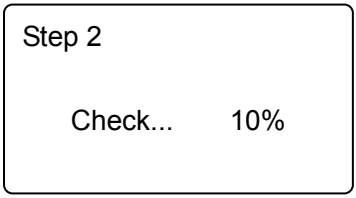


Flash: press 【IN\◄】、【OUT/►】 key to select [Flash] option, and press [OK] to

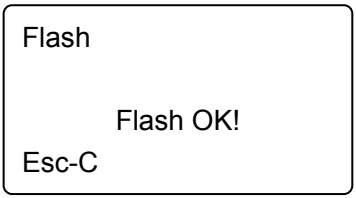
enter flash testing interface.

Two steps: 1. Erase all data; 2. Check





After checking completed, the interface will show the checking result,



After each testing is finished, press [C] key to exit.

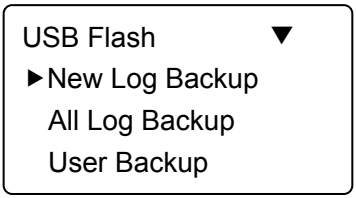
2.5 USB Flash

Put U flash driver into terminal USB port and press [M] to management menu. Select [USB Flash] Press [OK] enter sub menu.

2.5.1 New Log Backup

Download the new records into U flash driver.

Press [◁ IN] or [OUT▷] key to select [New Log Backup] option， press [OK] key to download the new attendance record.



After back successful, Press [C] key exit to upper menu.

The new record file stores in the BAK.KQ file which under G:\00000001 directory.

[G]: he driver letter of the USB flash driver; [00000001]: is the terminal device ID.

2.5.2 All Log Backup：

Download all the records into U flash driver. All attendance files store in the BAK.KQ file which under G:\00000001 directory.

Prompt:：Please copy the backup record files to another direction of the local PC, Otherwise running [All Log Backup] will instead backup files.

2.5.3 User Backup：

Download user information and fingerprint template to USB flash driver, the backup file store in BAK.YG and BAK.ZW file under G:\00000001 directory.

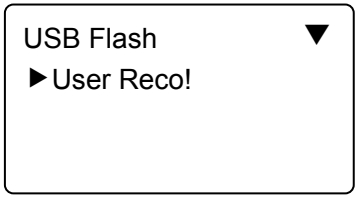
2.5.4 User Reco!

Recover the user information back to the terminal from USB flash driver.

There are two methods for recover the data:

1. Copy BAK.YG and BAK.ZW files to root direction of the USB flash driver, and put USB flash driver into terminal USB port to recover the records；
2. Through USB flash driver management software export employee information to root direction of the USB flash driver, will generate BAK.YG and BAK.ZW two files，then put USB flash driver into terminal USB port to recover the records

Press [◁ IN] or [OUT▷] key to select [User Reco!] option， press [OK] key to recover the user records.

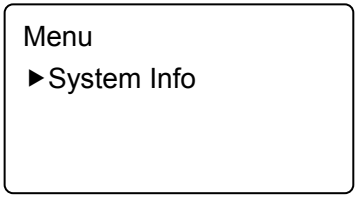


After recover, Press [C] key exit and back to upper menu.

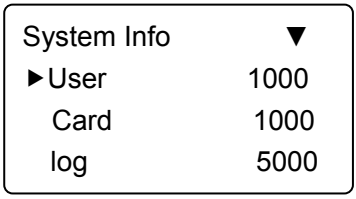
2.6 System info

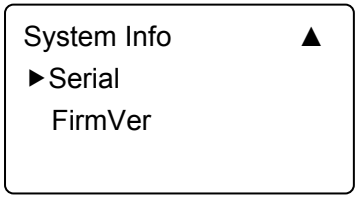
System info shows the current usage status of device, such as user quantity, card quantity, records quantity and the firmware version etc.

In management mode, press 【IN\◀】、【OUT/▶】 key and shift to [System Info] option,



Press [OK] key to enter system info interface, and check info of correct operated device.





User: Registered user number in device

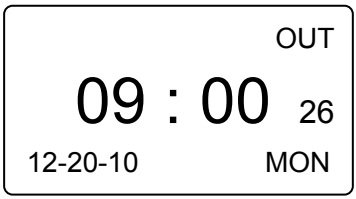
Card : Registered card number. Select it and press [OK] key and you can check the same password enrollment number.

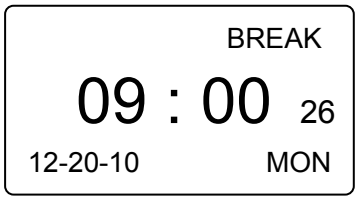
Firmware version: the firmware version of program which write in EROM or EPROM (Programmable read only memory). So called firmware is firm program saved in integrated circuit firmly, responsible for controlling and dealing with integrated circuit.

After checking completed, click [C] to exit.

2.7 T&A status setting

In T&A status, press 【IN\◄】、【OUT/►】 key to shift attendance status. System default statuses are IN, BREAK, OUT.





2.8 Shut Down

In time attendance status, keep pressing [OK] key until interface shows as following,

Then device will shut down.

Notice: If external power is connected, you can press [OK] key to power on device.

Chapter3 System Installation

This chapter mainly discusses the installation and un-installation of T&A software as well as the hardware and operation system requirement.

3 System Installation

First we should install background management software on the computer. Please refer to the following steps:

3.1 Running Environment

Hardware environment

Pentium Ⅱ 266 and above; PentiumⅢ500 and above is recommended;

128 Memory and above; Minimum 100M hardware space;

COM Port;

CD-ROM (CD-ROM needed in installation);

VGA support 800*600 resolution and above;

Operating system:

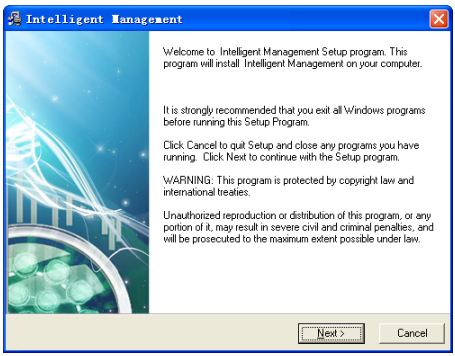
Microsoft Windows 2000/ XP (recommended);

Microsoft Windows Vista;

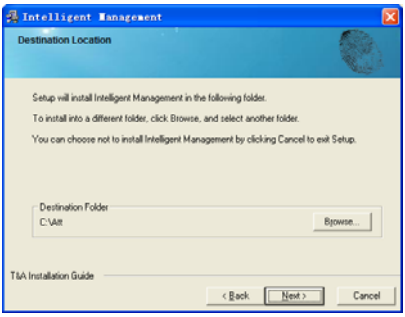
Microsoft Windows 7;

3.2 System Installation

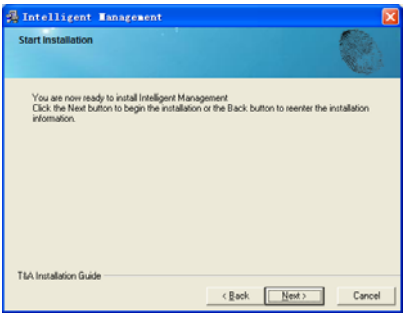
Please insert T&A disc into CD-ROM and the disc will automatically run the installation program. If not, please run setup.exe in the root directory of the disc. The following window will pop up:


Intelligent Management
Welcome to Intelligent Management Setup program. This program will install Intelligent Management on your computer.
It is strongly recommended that you exit all Windows programs before running this Setup Program.
Click Cancel to quit Setup and close any programs you have running. Click Next to continue with the Setup program.
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
Next >
Cancel

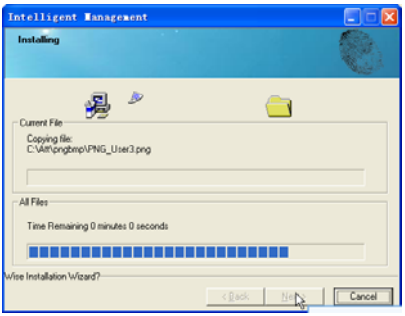
Click [Next] to continue installation (see the picture below):


Intelligent Management
Destination Location
Setup will install Intelligent Management in the following folder.
To install into a different folder, click Browse, and select another folder.
You can choose not to install Intelligent Management by clicking Cancel to exit Setup.
Destination Folder
C:\Att
Browse...
TIA Installation Guide
< Back
Next >
Cancel

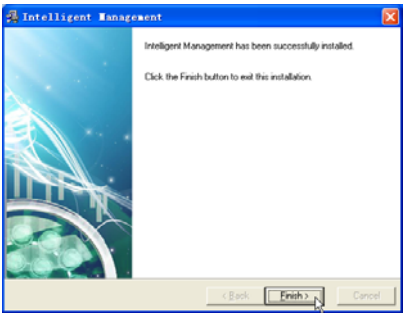
Select the target directory to install the program and the default is “C:\Att”. Click [Next] to continue installation (see the picture below):


Intelligent Management
Start Installation
You are now ready to install Intelligent Management
Click the Next button to begin the installation or the Back button to reenter the installation information.
TIA Installation Guide
< Back
Next >
Cancel

Click [Back] and installation will return to the previous screen and re-select target directory; Click [Next] and the installation will start as the following picture shows:



The installation will be done after seconds (see the picture below):


Intelligent Management
Intelligent Management has been successfully installed.
Click the Finish button to exit this installation.
< Back
Finish >
Cancel

Double click it and the T&A management system will be started. In addition, [Intelligent Management System] has been added to [All Programs]. Please see the picture below:

The shortcut of [Intelligent Management] and [Communication Management Software] are included in [Intelligent Management].

3.3 Uninstall the software

Click [Uninstall Intelligent Management] in the above picture, click [Next] and the program will be uninstalled automatically.

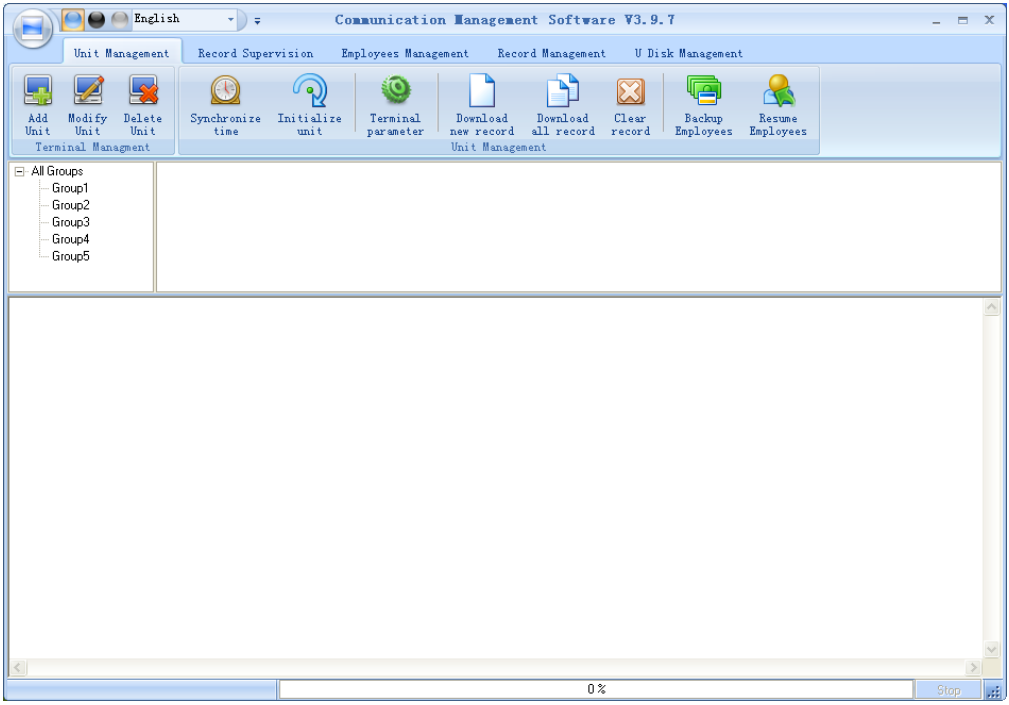
Please note: All the files and data will be deleted after uninstalling the program so please make sure before operation.

Chapter4 Communication

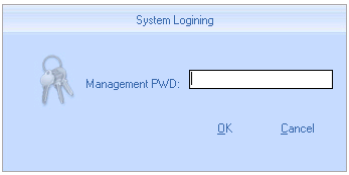
The chapter is mainly about how to add, delete and set communication between PC and terminal.

4 Data Communication

Select [Start] - [All programs] - [Intelligent Management] , the main interface will show as following (default password is empty):



If the time attendance software's login password is not empty, you should enter the password firstly.



Enter the password and click the button [OK] to login.

If you enter the wrong password 3 times, the software will automatically close.

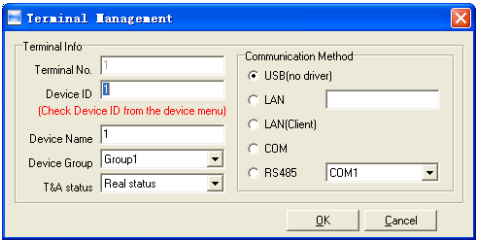
When you enter a wrong password, a message box pops up as follows:

Click the button [OK]. And then try to enter the correct password

4.1 T&A Machine Management

4.1.1 Add Unit

Click the button [Add Unit]. Following windows pops up:



Remark:

Terminal No.: This number can be set as you like.

Prompt: Device ID range is 1-99999999, and default is 1. (Device ID must enter as same as in the communication software), When the device ID as “Null” in the terminal, must use the lasted 8 digit of the serial number for communication with software.

Prompt：Device ID is the unique mark, for software to recognition by PC. So please do not reduplicate Device ID in the LAN application.

Device Name: You can set it as you like.

Device Group: This group is used to manage the terminal machine.

T&A Status: There are three options: Actual Status, on duty and off duty. When we set it as “Actual Status” the attendance records’ status in the software are as same they are in the device. If you set it as “ON Duty”, all the records’ status which is from this machine will be “On duty”.

USB: Connect the terminal via USB cable;

LAN: Input the terminal’s IP address. The default IP address is 192.168.0.218.

RS485: The default COM value is COM1;

Click the button [OK] to save the information. Can see a saffron yellow terminal

icon (

). Please move the cursor to the terminal icon it displays as follows:

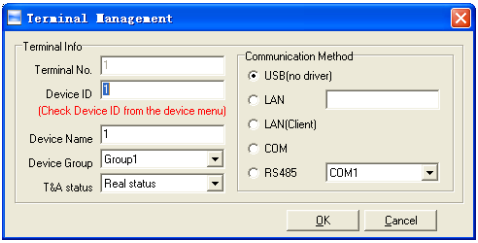
Machine Number: 1
Machine Name: Head office
Serial Number: 500
Communication Method: USB
Connection State: Abnormal

The connection state should be normal. So please do communication operation with machine (i.e. Synchronize time). When connection state is normal, terminal icon will become blue

.

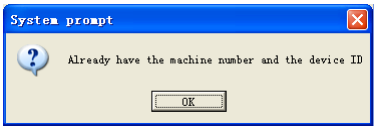
4.1.2 Modify Unit

Choose the terminal and then click [Modify Unit], the following window pops up:



Modify the information and then click the button [OK] to save the modification. Click the button [Cancel] to cancel the modification.

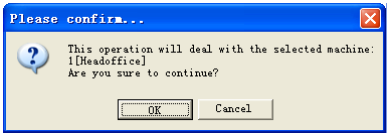
Notice: If the “No” is already exist in the software, following message box pops up:



Click the button [OK] to set the Unit information again.

4.1.3 Delete Unit

Choose the T&A unit and then click the button [Delete Unit]. Following message box pops up:



Click the button [OK] to delete or click the button [Cancel] to cancel.

4.1.4 Right Key Menu

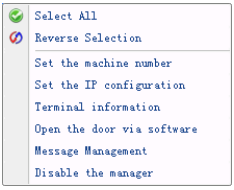


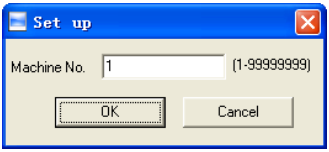
图4.1.4

[Select All]: Select all the terminals.

[Reverse Selection]: Select the terminals which are not selected. Cancel the terminals that be selected.

4.1.4.1 Set the machine number

Select 【Set the machine number】option enter to setup interface：

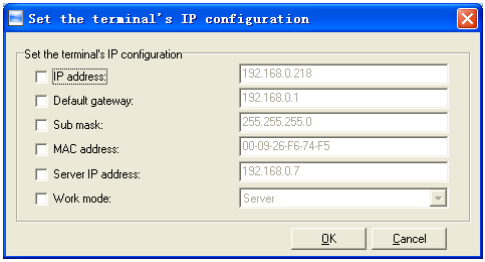


Device ID range is 1-99999999, set successful show as follow:

[2011-12-07 10:23:11]1[1]Successfully set the machine number

4.1.4.2 Set the IP Configuration

Click [Set the IP configuration] and open the window:

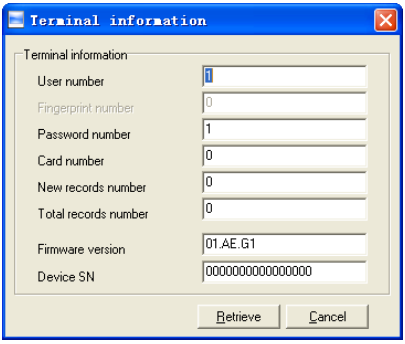


Select the check box and then modify the parameters. Click the button [OK] to save

[2009-03-18 13:26:14]1[Head office] Set the network parameters successfully

4.1.4.3 Terminal Information

Display terminal information as follows:

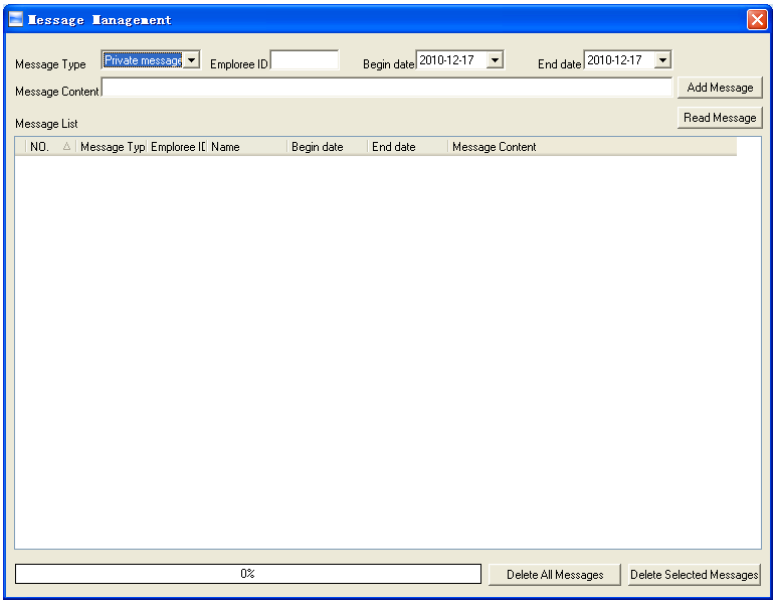


Click the button [Retrieve] to retrieve the terminal information. Click the button [Cancel] to close the window.

4.1.4.4 Message Management

Send the message to the user when he clock in.

Click the item, a window pops up as follows:



There are two kind of message type: Private message and public message

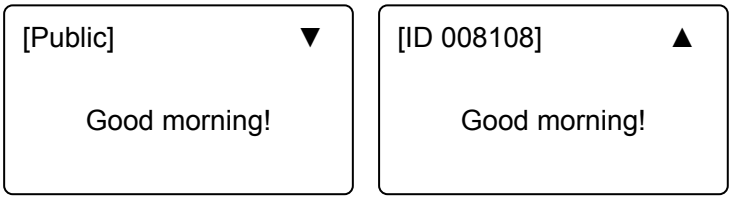
Private message need the employee ID. If you do not input the employee ID, the system prompts message: Input message not compete!

Click [Add Message] button to add the message.

Click [Read message], you will see the message in the [Message List]. And you can select one message and click [Delete Selected Messages] to delete the message.

Click [Delete All Messages] to delete all messages on the terminal.

The message displays on the terminal's LCD as follows:



Public message Private message

Message length: 27 Chinese letters or 54 English letters.

Notice: You can shift the messages by pressing the button [▲], [▼].

4.1.4.5 Disable the manager

Delete the device manager.

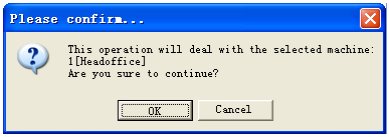
Choice [Disable the manager] menu, the system will prompt as follow:

Click the [Ok] button to delete manager, Click [Cancel] to cancel the delete operation

[2010-11-22 14:10:00]1[Head Office] Clear the manager succeed.

4.1.5 Synchronize Time

Synchronize the Terminal's time with the computer time. Click the button [Synchronize time]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays in the main interface as follows:

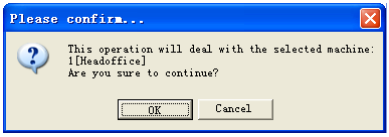
[2009-03-18 13:49:24]Synchronizing time...

[2009-03-18 13:49:25]1[Head office] Synchronization successful!

4.1.6 Initialize Unit

The device will resume to factory settings. All data will be cleaned up. Attention should be taken for this operation!

Click the button [Initialize Unit]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

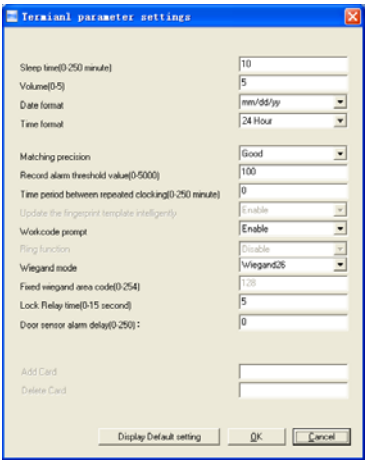
Some operation information displays in the main interface as follows:

[2009-03-18 13:52:59]Initializing...

[2009-03-18 13:53:01]1[Head office] Initialization successful!

4.1.7 Terminal parameter settings

Click the button [Terminal Parameter]. The [Terminal parameter settings] interface pops up:



Sleep time (0~250minutes): How long dose the terminal turn to the sleep mode if there is no one operating the terminal.

Volume (0~5): The volume of the prompt sound in the terminal. The default value is 3.

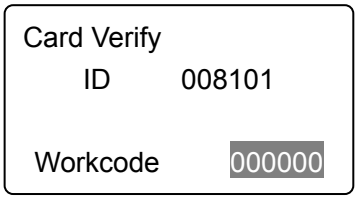
Date format: There are three kinds date format: yy-mm-dd, mm/dd/yy, dd/mm/yy.

Time format: There are two kinds time format: 24 hour and 12 hour.

Record Alarm Threshold Values: If the rest memory space for the record is less than the threshold value, the machine will alarm.

Time period between repeated Clocking (0~250minutes): The maximum value is 250s. And the default value is 5s.

Workcode prompt: The workcode indicates what kind of work that the employee takes. If you enable this function, the terminal asks for the workcode after one get pass from the terminal.

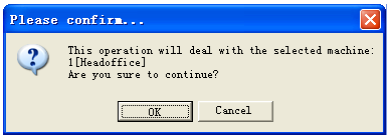


Click the button [OK] to confirm.

Realtime monitor function: Realtime monitor function is only for the TCP\IP

communication method.

Click the button [OK] to save the settings. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information in the main interface is as follows:

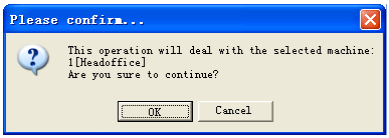
[2009-03-18 15:05:08]Set Advanced Parameter...

[2009-03-18 15:05:10]1[Head office] Parameter setting successfully!

Click the button [Display default setting] to see the terminal's default settings

4.1.8 Download new record

Click the button [Download new record]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

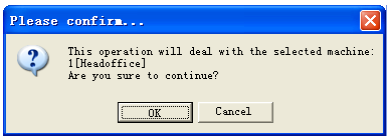
Following information shows on the main interface:

[2009-03-18 15:12:11]1[Head office] Reading attendance records...

[2009-03-18 15:12:12]1[Head office] Read the records completed, Records: 4, Read successfully: 4

4.1.9 Download all record

Click the button [Download all record]. Following message records pops up:



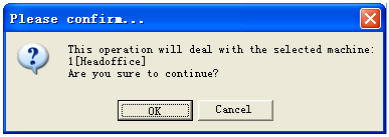
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Following information shows on the main interface:

[2009-03-18 15:13:23]1[Head office] Reading attendance records...
[2009-03-18 15:13:24]1[Head office] Read the records completed, Records: 6, Read successfully: 6

4.1.10 Clear record

Click the button [Clear record]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

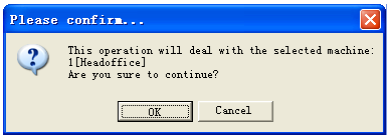
Following information shows on the main interface:

[2009-03-18 15:14:15]Clearing time attendance records...
[2009-03-18 15:14:16]1[Head office] Clear time attendance records successfully

4.1.11 Backup Employees

Download the employee information from the machine to the computer. You can edit the employee information in the database Att2003.mdb. The user information is saved in the table “UserInfo” of the database.

Click the button [Backup Employee]. Following message box pops up:

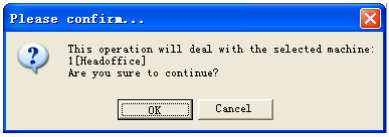


Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information displays on the main interface as follows:

[2009-03-18 15:15:07]Back upping employees...
[2009-03-18 15:15:07]Backup employee: 1[Head office]
[2009-03-18 15:15:08]1[Head office] Backup employees completed!

Notice: You can stop back upping the employee by click the button on the right bottom corner. Following message box pops up:

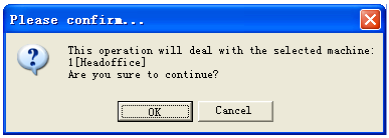


Click the button [OK] to confirm or click the button [Cancel] to cancel.

4.1.12 Resume employees

Upload the employee information and employee's templates from the computer to the terminal.

Click the button [Resume employees]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays as follows:

[2009-03-18 15:16:37]Get back employees...
[2009-03-18 15:16:37]Get back employees: 1[Head office]
[2009-03-18 15:16:38]1[Head office] Get back employees completed

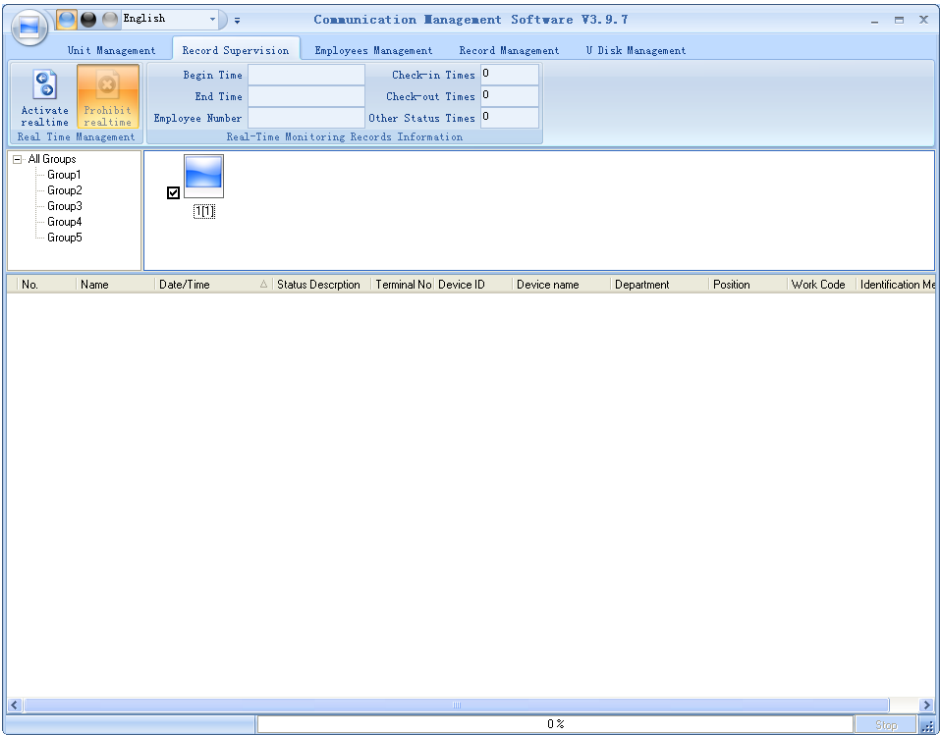
Notice: 1. please make sure that the User ID is existent in the terminal.

19 15:08:07] Get back employees...
[2009-03-19 15:08:07]Get back employees: 1[Head office]
1[Head office] No such ID existed, recovery failed!

2. You can stop recovering the employee by click the button [Stop] on the right bottom corner.

4.2 Record Supervision

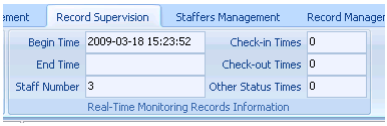
Get the records from the terminal real-time.



4.2.1 Activate real-time

Click the [Activate real-time] button, the status bar shows message: “Reading attendance records…”. Now the software is beginning to supervise the terminal, and then collect the records every 5 seconds.

You can review the record information in the [Real-Time Monitoring Records Information] as follows:



When the employee clock in or out, the [Check-in Times] or the [Check-out times] increases one.

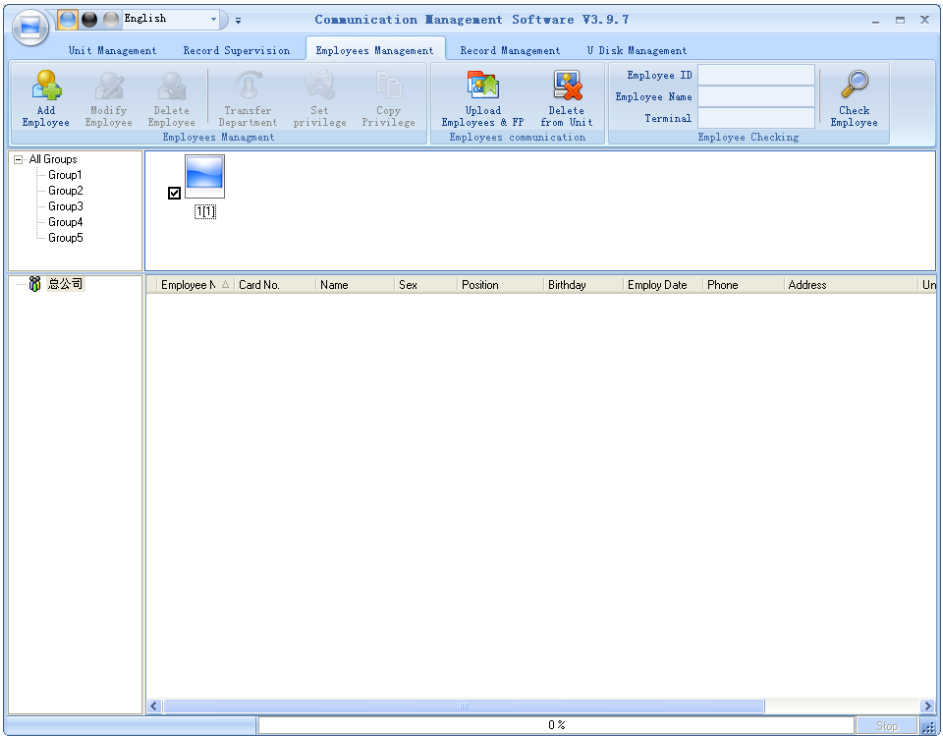
And the following window which includes the Employee ID, Name, Department and Position pops up:

4.2.2 Prohibit real-time

Click the button [Prohibit real-time] to stop the real-time monitoring. You can see the begin time and end time of the real-time monitoring in the [Real-Time Monitoring Records Information] as follows:

4.3 Employees Management

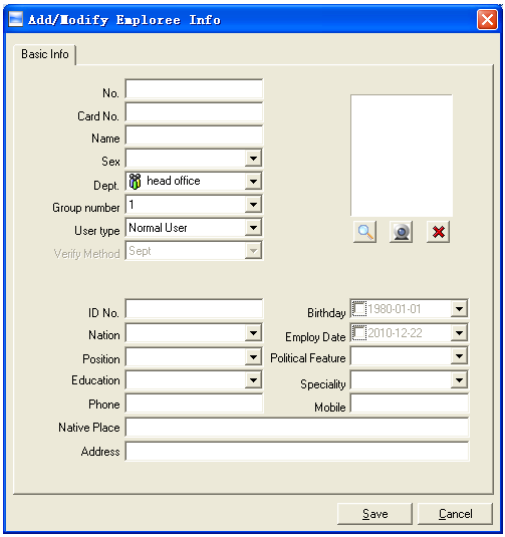
Employee management interface is as following:



4.3.1 Add employee

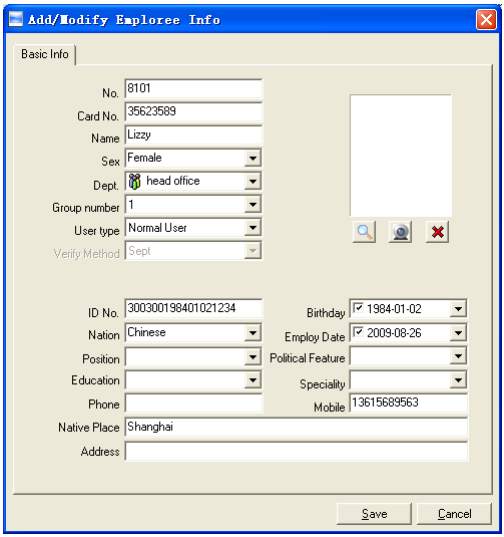
Click [Add employee] button, open [Add/modify employee info] window which

includes 2 pages: Basic info as follows:



[Basic info]:

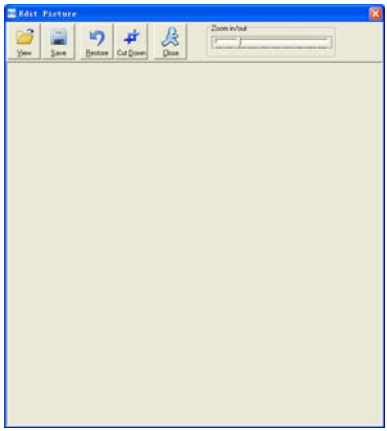
Input employee info in [Basic info]. You can also add pictures for employees.



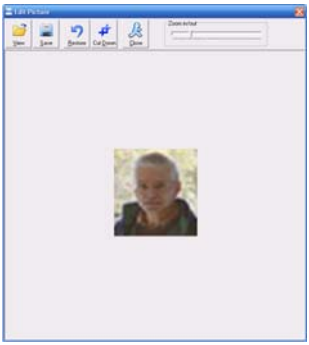
Notice: The No. is exclusive as well as the first digit cannot be 0.

There are two ways to add pictures:

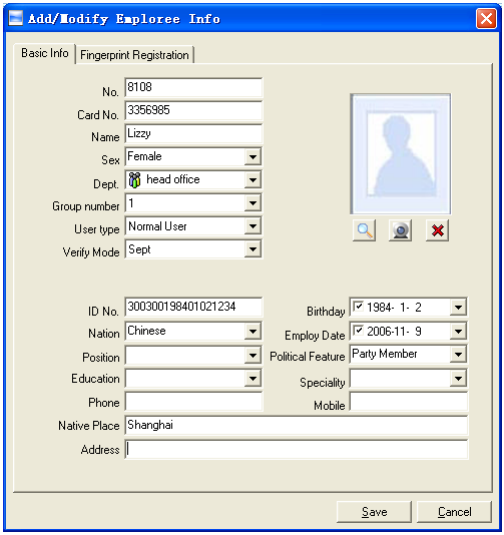
1st way: Click [ ] button, choose employee's picture stored in PC and open [Edit picture] window as following,



Click the button [view] to choose one photo.



Click the button [View] to choose one photo. And Crop the photo by the [Cut-down] button and then click the button [Save] to save as follows:



2nd way: You can install camera to take pictures and edit then save. Make sure there is camera equipment installed in your PC.

Click [ ] button, open [Pictures shooting] window as following,

Choose camera equipment, and click the button [take Pic] to take a photo.

Edit the photo by [Cut-down] function and then click the button [Save] to save.

Click the button [ ] to delete the employee photo.

4.3.2 Modify employee

Modify employee operation is to modify the employee information in the window [Add/Modify Employee Info]

4.3.3 Delete employee

Delete the employee from the database.

Choose employee from employee info list (you can choose some or all the employee by using the button [Shift] or [Ctrl] on your computer's keypad). Click [Delete Employee] to delete the selected employee.

4.3.4 Transfer department

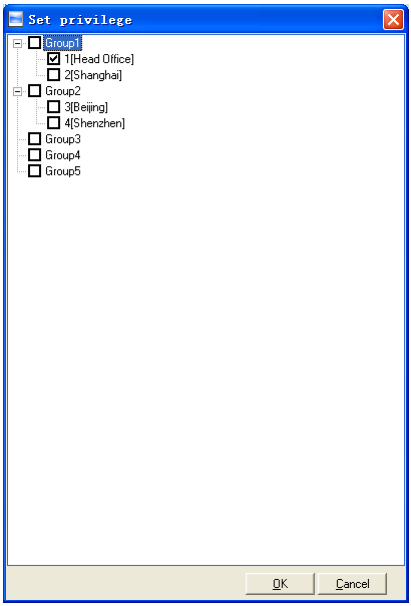
Choose the employees and then click the button [Transfer department]. The window [Employee Transfer] pops up:

Select the department and then click the button [OK] to confirm or click the button [Cancel] to cancel.

4.3.5 Set privilege

We can only upload the employees to the authorized terminal.

Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Set privilege]. The [Set privilege] window pops up:



Choose the terminal and then click the button [OK] to save.

You can find the employee's authorized terminal in the column [Unit] as follows:

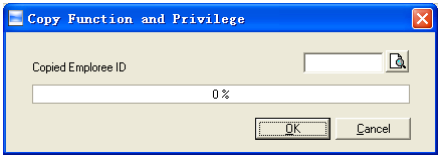
Emploree No.	Card No.	Name	Sex	Position	Birthday	Employ Date	Phone	Address	1st FP	2nd FP	Unit
8102		Judy							☐	☐	1
8103		Micheal				2010-12-17			☐	☐	1,2
8108		Lizzy							☐	☐	2

Judy's fingerprint is in the unit1.
Micheal's fingerprint is in the unit 1 and unit2.
Lizzy's fingerprint is in the unit2.

4.3.6 Copy Privilege

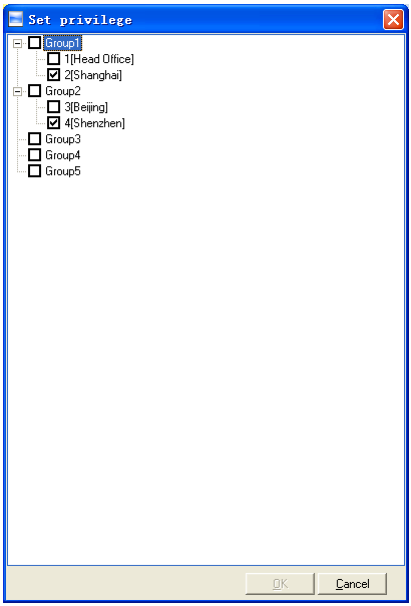
Copy the privilege from employee A to the employee B. And then the employee B's privilege will be as same as the employee A.

Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Copy Privilege]. The [Copy Function and Privilege] window pops up:

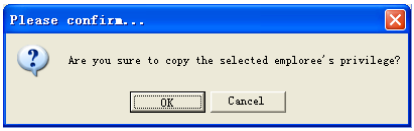


Input the one employees' ID. And then you can click the button [ ] to browse the

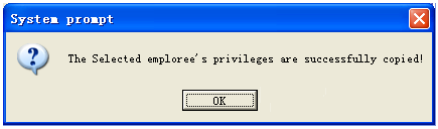
employee's privilege in the [Set privilege] as follows:



Click the button [Cancel] to exit the [Set privilege]. And then click the button [OK] to confirm or click the button [Cancel] to cancel.



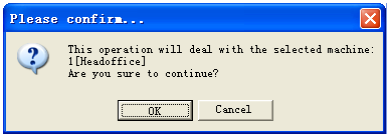
Click the button [OK] to confirm or click the button [Cancel] to cancel.



4.3.7 Upload employee

Upload employee is to transfer employee info register in local pc to machine.

Select employee info need to upload in employee info list and click [Upload employee] icon with the confirm window as following pop-up:



Click [OK] to confirm or [Cancel] to stop the operation.

During uploading, status window shows 'Upload employee' and after progress bar shows 100%, the uploading is finished. Status window will prompt 'uploading employee completed'. The main interface will be as following:

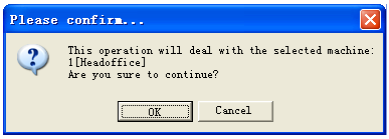
```
[2009-03-19 15:10:18]Upload employees...
[2009-03-19 15:10:18]Upload employees: 1[Head office]
[2009-03-19 15:10:19]1[Head office]Upload employee completed.
```

Note: [Upload employee] function is like [Resume employee], which are both to transfer employee info stored in pc to machine. The difference is that [Upload employee] enables to select appointed employee to machine based upon user's need while [Resume employee] is to transfer all employee info to machine.

4.3.8 Delete from Unit

Delete the employees' information from the terminal via the software.

Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Delete from Unit]. Following message box pops up:



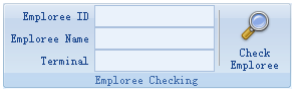
Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information shows on the main interface as follows:

```
[2009-03-19 15:11:21]Delete the employee from the device...
[2009-03-19 15:11:21]Delete the employee from the deviece:1[Head office]
[2009-03-19 15:11:22]1[Head office]Delete the employee from the device
```

4.3.9 Employee Checking

Search the employee information.



Search the employee information by the employee ID, Employee Name and

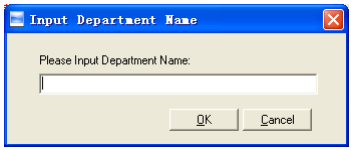
Terminal. Click [Check Employee] button to check the employee's information.

4.3.10 Department Management

Move the cursor to the department list and then click the right button of your mouse. The menu pops up as follows:

[Add dept]

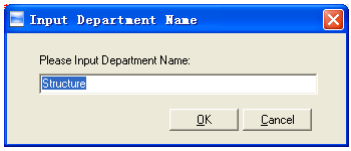
Click [Add dept]. The [Input Department Name] window pops up:



Input the department name. Click the button [OK] to confirm or click the button [Cancel] to cancel.

[Modify dept]

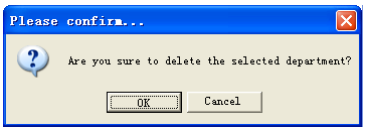
Choose the department which is going to be modified. Click [Modify dept]. The [Input Department Name] window pops up:



Input the department name. Click the button [OK]to confirm or click the button [Cancel]to cancel.

[Delete dept]

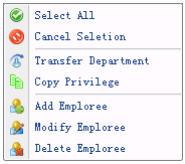
Choose the department which is going to be deleted. Click the right button of your mouse and then click the [Delete dept]. Following message box pops up:



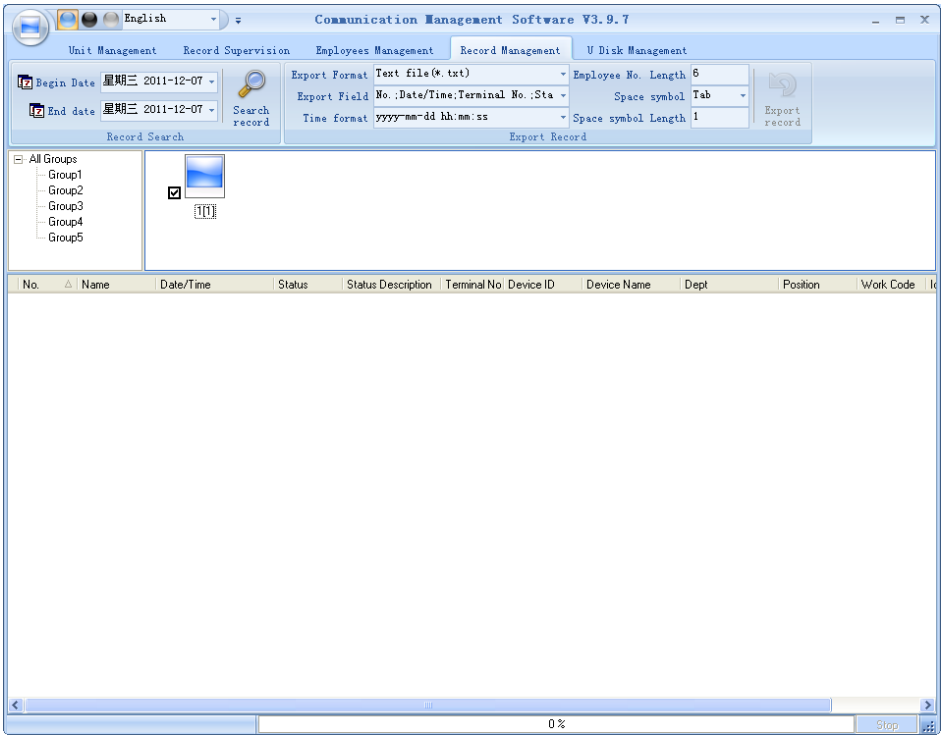
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Remark:

Right button menu:



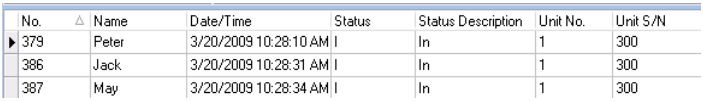
4.4 Record Management



4.4.1 Record Search

Set the Begin Date and End Date as follows:

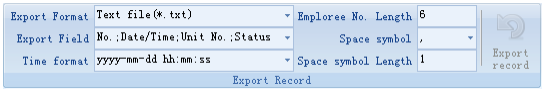
Click the button [Search record] to search the record.



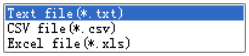
No.	Name	Date/Time	Status	Status Description	Unit No.	Unit S/N
379	Peter	3/20/2009 10:28:10 AM	I	In	1	300
386	Jack	3/20/2009 10:28:31 AM	I	In	1	300
387	May	3/20/2009 10:28:34 AM	I	In	1	300

4.4.2 Export Record

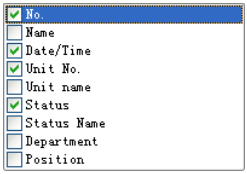
Set the export format, export file and time format.



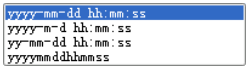
Export format: 3 formats optional: text file (.txt), CSV file (.csv), Excel files (.xls).



Export field: Choose the fields which are useful for you.



Time format: 4 optional formats



Employee No. length: set employee No. length, the default is 6 digits.

Space symbol: space symbol to separate fields

Space symbol length: space symbol bit

After setting completed, click [Export record] button, open [Save as] window, choose save file directory, input file name, click [Save] button. The system prompts as follow:

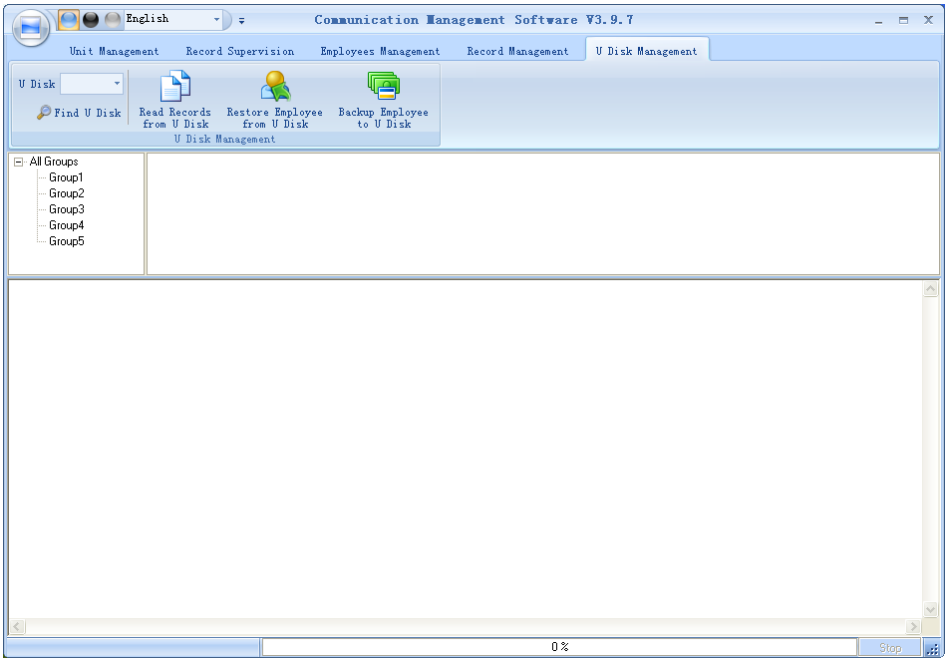
Click the button [OK] to confirm.

4.5 U flash driver management software

U flash driver management software mainly manages the transactions from the U flash driver.

Reader data from U flash drive, must keep the file store in the G:\00000001folder in the U flash driver. [G] is the Driver letter of the U flash driver . And [00000001] is the device ID.

Software interface show as follow:



Read the data from the U flash driver：First select driver letter for U flash driver, click [Read the data from the U flash driver] the system will read the attendance records and import them to local Att2003.mdb database.

Prompt：The database must include employee information before you read the attendance record from the U flash driver.

Read the user info from the U flash driver： click [Read the user info from the U flash driver] the user info will import to local Att2003.mdb database and user fingerprint template will store in the Template folder which under software installed path.

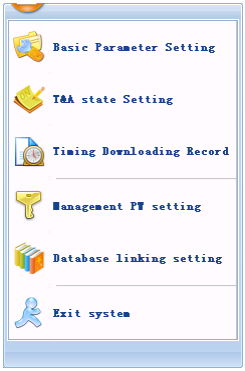
Prompt：If the user info have already existed in the local database the system will prompt “Record repeated”

Back user info to U flash driver：backup user info and fingerprint template to U

flash driver.

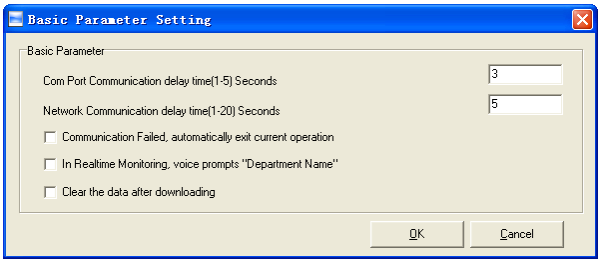
4.6 System settings

Click the icon on the top left corner, the menu pops up as follows:



4.6.1 Basic parameter settings

Click the [Basic Parameter Setting]. The [Basic Parameter Setting] pops up:



Com port Communication delay time (1-5) sec.: The default time is 3s.

Network Communication delay time (1-20) sec.: The default time is 5s.

☐ Communication failed, automatically exit current operation: If timeout is larger than ‘Communication delay time’, software will automatically exit.

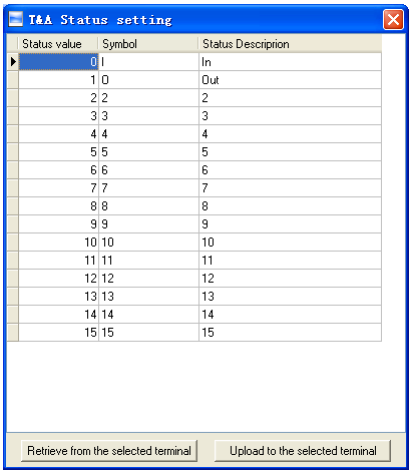
☐ In real-time monitoring, voice prompts ‘Department name’: During real-time monitor, if employee is access granted, the software will voice prompt employee department and name.

☐ Clear the data after downloading: After downloading records completed, delete the record downloaded from machine automatically.

Click the button [OK] to confirm or click the button [Cancel] to cancel.

4.6.2 T&A state setting

Click the [T&A state Setting]. The [T&A state Setting] window pops up:



Click the state which is going to be modified. Input the status description.

[Retrieve from the selected terminal]: Download the T&A status from the selected terminal;

[Upload to the selected terminal]: Upload the T&A status from the selected terminal.

4.6.3 Timing Downloading Record

Click the [Timing Downloading Record]. The [Timing Downloading Record] window pops up:

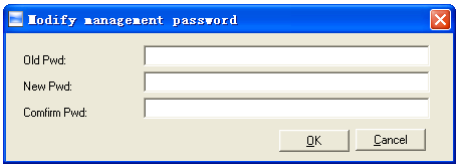
Enable this function by choosing the [Run Timing Download Record]. You can set 5 time point.

Please use the button [ ] to set a time. And then click the button [Add] to add the time to the [Downloading Time].

Click the button [OK] to save the setting.

4.6.4 Management PWD Setting

Click the [Management PW Setting]. The [Modify management password] window pops up:



Old password: default password is empty. If user has modified password, please input this password which is used to log on system. If it's wrong, system will prompt,

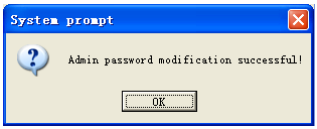
Click [OK] and input old password again.

New Pwd: the password user wants to set

Confirm Pwd: input new password again to confirm. If confirm Pwd is different from new one, system will prompt:

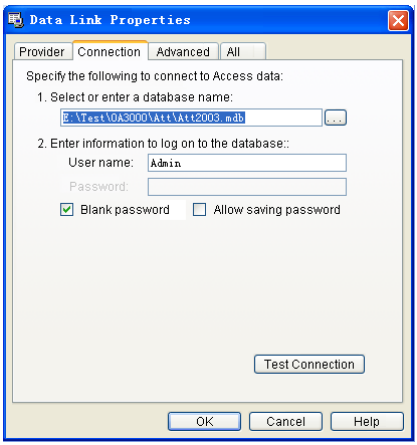
Click [OK] button to input confirm password again.

After modifying completed, click [OK] button to save new password and it prompts:

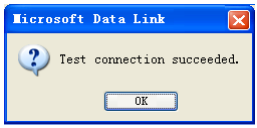


4.6.5 Database linking setting

Click the [Database linking setting]. The [Data Link Properties] window pops up:



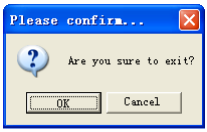
Click [...] button beside [1. Select or enter a database name:] to choose the linking database directory. And then choose database name, click [Open] button to confirm database linking and exit to [Data link properties] interface. If the database has set [User name] and [password] already, we must input [User name] and [password] in [2. Enter information to log on to the database]. After completed, click [Test connection] to test the connection correctness of the database and system prompts,



Click [OK] button and it goes back to [Data link properties] interface. Click [OK] button and system prompts,

4.6.6 Exit system

Click [Exit system]. It prompts:



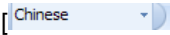
Click the button [OK] to confirm or click the button [Cancel] to cancel.

4.7 User interface configuration

4.7.1 Interface skin color

Shift the skin color by press the button [ ] .The style is Windows XP system style.

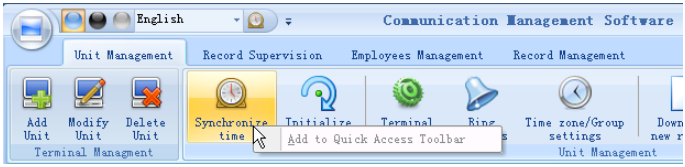
4.7.2 Change the software language

Choose the language in the option [

].

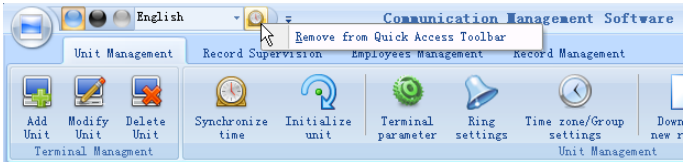
4.7.3 Set quick access button

Move the cursor to the icon [Synchronize time]. Click the mouse's right button. It prompt s:



Click the item "Add to Quick Access Toolbar". And then you can see the quick access button on the toolbar as follows:

Move the cursor to the quick access button. And then click the mouse's right button. It prompts:



Click the item "Remove from the Quick Access Toolbar".

Chapter5 Background Management

The main theme of this chapter is how to collect attendance records from different terminals with management software and generate different reports. The background software can manage employee information, set rules of attendance etc.

5 Background Management

Management software can collect attendance records from different terminals, calculate according to shift setting and finally generate different reports. The background software can manage employee information, set rules of attendance etc.

5.1 Log in System

Double click the icon [ ] on the desktop to start the attendance background management program. The log-in interface will pop up as follows:

The default administrator‘s name is “Admin” and password is empty. Log in system and the following interface will be displayed:

The main interface includes three parts:

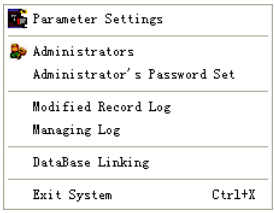
1. System menu: Include the whole function module & information

2. Shortcut button: Shortcut button of common function module, array in working order, easy to work on

3. Status column: Show the current time, logged-in administrator and system information.

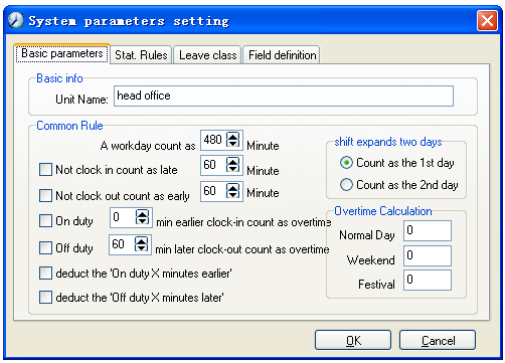
5.2 System

Click [**System**] on the main menu, following springs:



5.2.1 Parameters Settings

Click [**Parameters Settings**] in system menu. The following window will prompt:


System parameters setting
Basic parameters
Stat. Rules
Leave class
Field definition
Basic info
Unit Name: head office
Common Rule
A workday count as 480 Minute
Not clock in count as late 60 Minute
Not clock out count as early 60 Minute
On duty 0 min earlier clock-in count as overtime
Off duty 60 min later clock-out count as overtime
deduct the 'On duty X minutes earlier'
deduct the 'Off duty X minutes later'
shift expands two days
Count as the 1st day
Count as the 2nd day
Overtime Calculation
Normal Day 0
Weekend 0
Festival 0
OK
Cancel

Pic5.1

Basic parameters:

Set your company name, the default is “Head office”

Input your company name that will be deemed as the head of departments list.

A working day count as how many minutes is the base for time attendance calculation which will be the transition standard to calculate the late to work/early to leave /free overtime items, minute is the good transition standard of hours and working day.

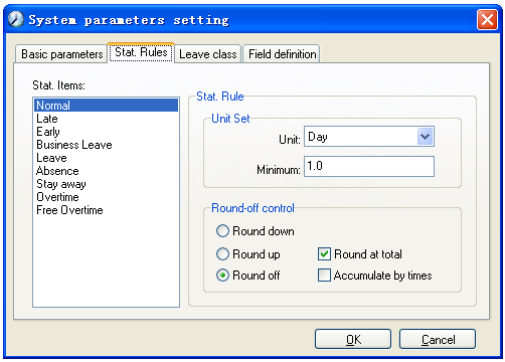
“Late for work as how many minutes” can be set when no clock-in on duty, “early to leave as how many minutes” when no clock out for off duty. Free overtime work can

also be calculated on the base that how many minutes working after off duty time.

“Shift expand two days” is set under real condition.

Stat. Rules:

Click page [Stat. Rules] in pic5.1, following shows:



This page describes the stat. rules of items: normal, late, early, business leave, leave, absence, overtime, free overtime.

Accumulate by times: Only calculate the total times, display the accumulated times in report.

Round at total: Add up the total time and then round according to corresponding unit.

Round down: Abandon the decimal regardless it is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 1 day.

Round up: Add one unit regardless the decimal is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 2 day.

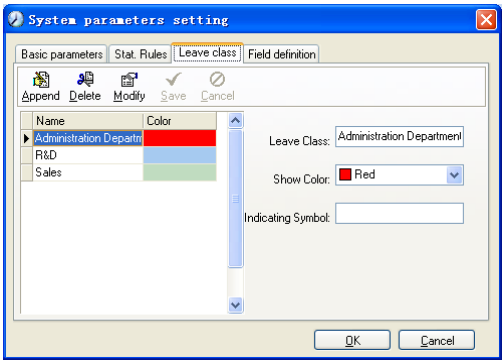
Round off: If the decimal is equal to or over 0.5, add one unit, or else, abandon it.

Notice: the setting of stat. Rules above will directly affect the statistical result

Please make above setting according to the true status of your company to ensure the accuracy of reports.

Leave class:

Click page [Leave class] in pic5.1, following shows:



Add new leave class:

Click [Append], input the name of leave class and choose color and click [save] to finish.

Revise leave class:

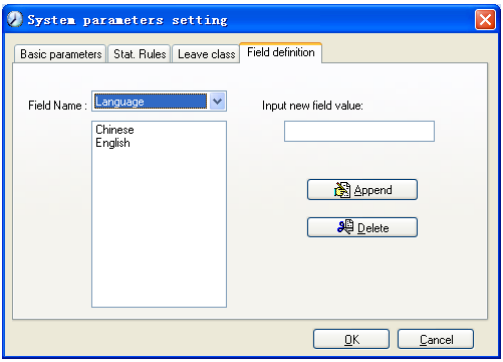
Select the name of leave class which one need to be revised, click [Modify], input new name of leave class and color, and click [Save] to finish.

Delete leave class:

Select the name of leave class which one need to be deleted, click [Delete], and click [OK] to finish.

Field definition:

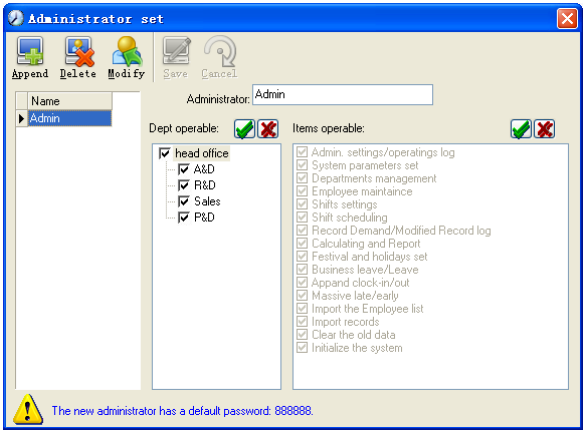
Click page [Field definition] in pic5.1, following shows:



This page add the corresponding value for [Nation], [Specialty], [Position] [Education] in menu [Employee maintenance].

5.2.2 Administrators

Click [System]-[Administrators], following window shows:



Append new administrator:

Click [Append]—input the name of new administrator within input field.

Of [Administrators], select corresponding privileges below and click [Save] to finish adding of new administrator. The default password of new administrator is 888888. Please log in as the new registered administrator and click menu [System] -- [Administrator's password set] to set new password of administrator for system security.

Note:

1. Before you using the administrator mode, you need to set the privileges for every administrator with which the administrator can modify the operation items after he log in the software; there are all the items in the "Items operable" list in above picture, such as "Employee maintenance, Shifts settings, Calculating and Report"; we can set different privileges for different administrators so as to divide and manage the task systematically.

2. After you add a new department, you must modify the privileges of the "Department operable" for the administrators (select the new department in the "Department operable" list and save), who will have the privileges to modify the new department, and then you may do other operations.

Modify administrator:

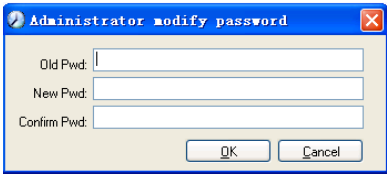
Select the name of administrator, click [Modify], input new name of administrator and corresponding rights in [Administrator] and click [Save] to finish.

Delete administrator:

Select the name of administrator who will be deleted and click [Delete] to finish deleting according to the prompt.

5.2.3 Administrator's Password Set

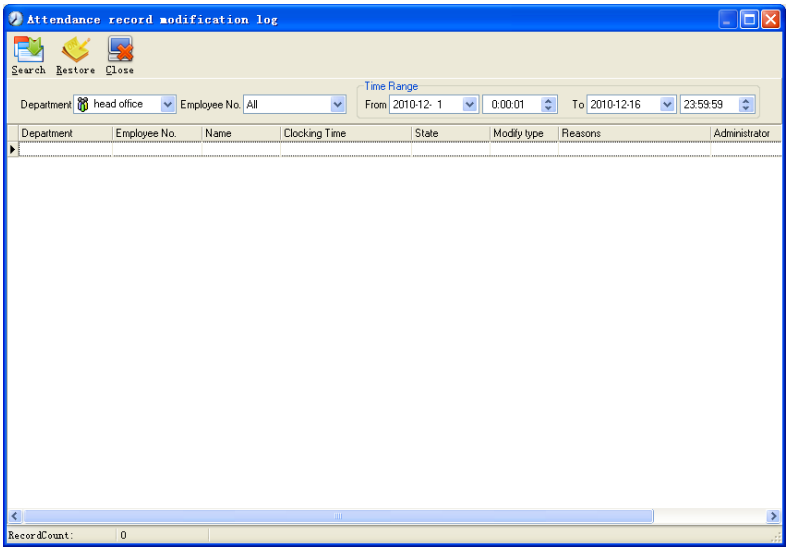
Click menu [System]--[Administrator's Password Set], following springs:



Input the original password in [Old Pwd], enter the new password in [New Pwd], enter again in [Confirm Pwd] and click [OK] to finish.

5.2.4 Modified Record Log

Click menu [System]--[Modified Record Log], following springs:



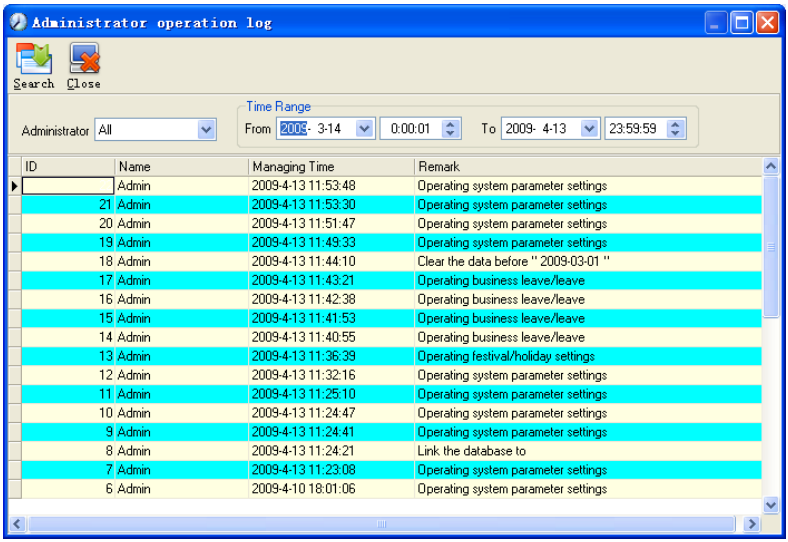
Select department, employee No. and time range and click [Search] and those records which match the above condition will be displayed.

Notice: Modified record log shows all the time attendance record modifications; If there's record that has been revised incorrectly before, it can be recovered by selecting this record and clicking [Restore].

Click [Close] to exit.

5.2.5 Managing Log

Click menu [System]--[Managing Log], following springs:

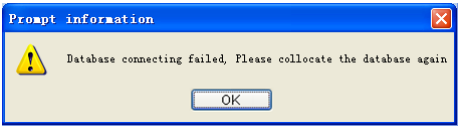

Administrator operation log
Search
Close
Time Range
Administrator
All
From
2009- 3-14
0:00:01
To
2009- 4-13
23:59:59
ID
Name
Managing Time
Remark
Admin 2009-4-13 11:53:48 Operating system parameter settings
21 Admin 2009-4-13 11:53:30 Operating system parameter settings
20 Admin 2009-4-13 11:51:47 Operating system parameter settings
19 Admin 2009-4-13 11:49:33 Operating system parameter settings
18 Admin 2009-4-13 11:44:10 Clear the data before '' 2009-03-01 ''
17 Admin 2009-4-13 11:43:21 Operating business leave/leave
16 Admin 2009-4-13 11:42:38 Operating business leave/leave
15 Admin 2009-4-13 11:41:53 Operating business leave/leave
14 Admin 2009-4-13 11:40:55 Operating business leave/leave
13 Admin 2009-4-13 11:36:39 Operating festival/holiday settings
12 Admin 2009-4-13 11:32:16 Operating system parameter settings
11 Admin 2009-4-13 11:25:10 Operating system parameter settings
10 Admin 2009-4-13 11:24:47 Operating system parameter settings
9 Admin 2009-4-13 11:24:41 Operating system parameter settings
8 Admin 2009-4-13 11:24:21 Link the database to
7 Admin 2009-4-13 11:23:08 Operating system parameter settings
6 Admin 2009-4-10 18:01:06 Operating system parameter settings

This log records all the operations of every administrator. Select [Administrator] and the time range then click [Search] to see what operations have been done by this administrator within the selected time range, which makes it possible that the multi-administrators can use the software at the same time.

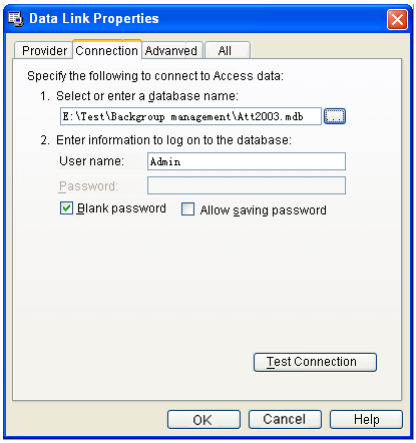
5.2.6 Set Database Link

This system adopts the database interface of Microsoft ADO. The acquiescence database is Access2000.The defaulted is att2003.mdb under the main setup directory. You can set up the database linking again according to the actual conditions.

When the following mistake appears, you should link database again:



Click [Database linking] in system menu, the following springs.

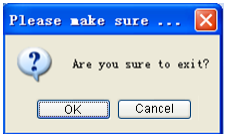


Input the database name or click the ... button to select the correct database file.

Notice: You can click [Test connection] to test the connection correctness of the database.

5.2.7 Exit System

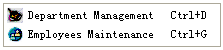
Click [Exit System] in System menu. The following menu springs:



Click [OK] to exit management software and return to Windows system.

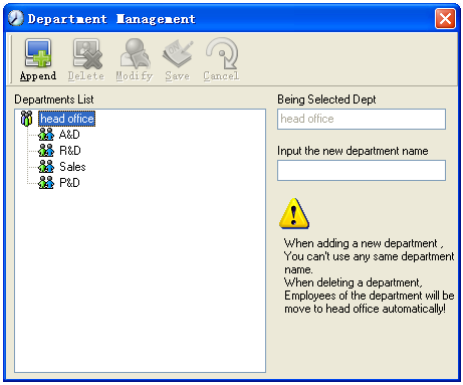
5.3 HR Management

Click [HR Management] on the main menu, following springs:



5.3.1 Department Management

Click [Department Management] in the [HR Management] menu, springs the following window:



Add a new department:

Click [Append], input the new department name and click [Save] to add a sub department for the chosen department.

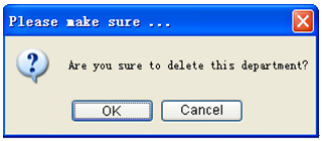
Note: when you want to do some other operations to the new department, you need to set the privilege of modifying the new department for the administrator in the [administrator set] first (choose the new department you just added in the “Department operable”).

Department modification:

Choose the department, click [Modify] and input the new department name, then click [Save].

Delete the department:

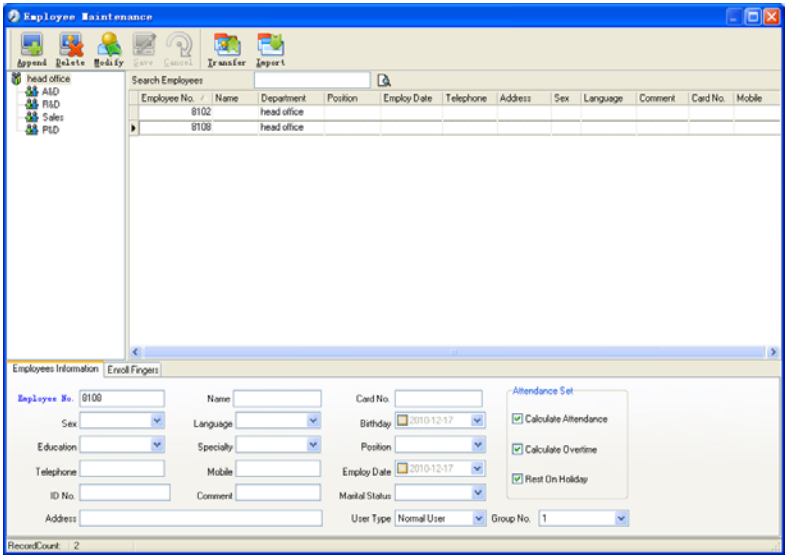
Choose the department, click [Delete] and then click [OK] to complete.



Notice: repetition of department name is not allowed; if there are employees existing in the deleted department, those employees will be automatically transferred to department of head office.

5.3.2 Employees Maintenance

Click [Employees Maintenance] in [HR Management] menu, the following window appears:



Employee's adding:

Choose the department that the employees belong to, clicks [Append], and input employee's information, then click [Save] to complete.

Note: 1. The items of "Calculate attendance", "Calculate overtime", "Rest on holiday" below "Attendance Set" is correlated with report, please set it correctly. If the checkbox of "Calculate Attendance" of this employee is not checked, there will be no statistical result for this employee in the report. If checkbox "Calculate Overtime" is not checked, the statistical result of overtime of this employee will be 0, unless he had [Temporary Shifts] which defines as overtime working; If the checkbox of "Rest On Holiday" is not checked, holidays will make no effect on the shifts for this employee; if the checkbox of "Rest On Holiday" is checked, thus for those holidays, even there are shifts on those days for the employee, those shifts will be invalid. And if there are time attendance records of this employee, those records will be deemed as free overtime.

2. Employee No. is exclusive as well as the first digit cannot be 0!

Employee's modification:

Choose the employee, click [Modify] and input the new information, then click [Save].

Employee's deletion:

Choose the employee; click [Delete] and then click [OK] to complete.

Please be cautious when delete the employee since all this employee's time attendance

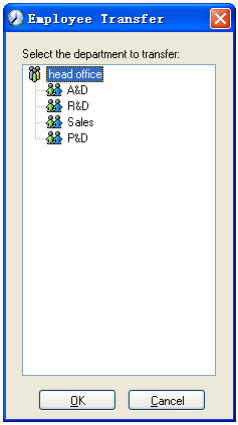
records, shift arrangement will be deleted at the same time.

Import employees:

Click [Import], employee importation window springs for importing employees.

Employee's department shifting:

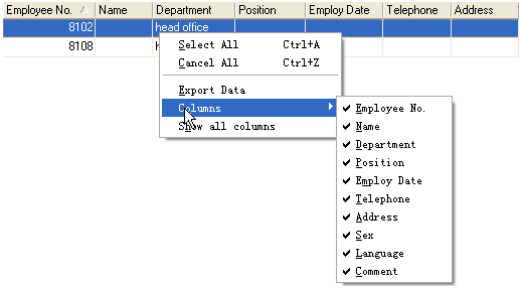
Choose the employee you want to shift the department click [Transfer] and following window will pop up:



Select the new department and click [OK] to complete.

Export Employee:

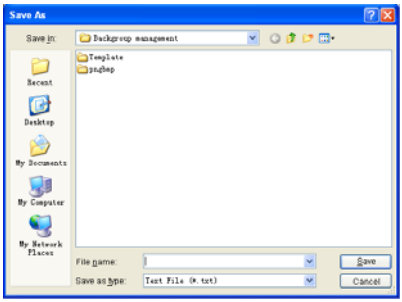
Right-click on employee list and the following window pops:



All displayed fields in employee info list can be defined through submenu of "Column". Meanwhile, the modification will take effect and be saved.

Click [Show all columns] to display all fields in the list.

Click [Export Data] and following window will prompt:

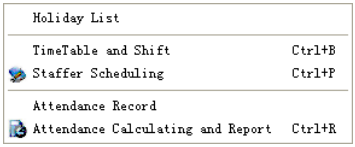


Please select your target directory of your export, file format (txt or xls) and the file name. Click [Save] to confirm the operation.

Notice: Exported Excel file can be used as backup information and can be imported again.

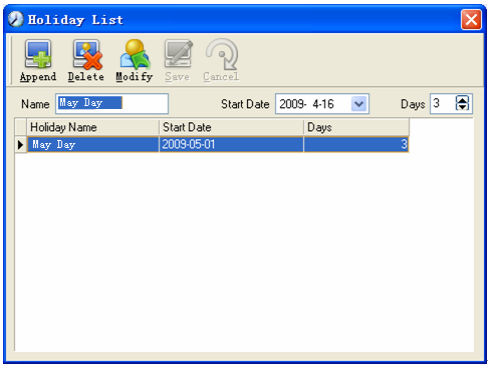
5.4 Attendance Management

Click [**Attendance**] in the main menu, following springs:



5.4.1 Holiday List

Click [Holiday List] in [Attendance] menu. The following appears.



Add festivals or holidays:

Click [Append] then input the festival or holiday name and the rules. Click [Save] when ready.

Modification of festivals or holidays:

Select the festivals or holidays you want to revise, then click [Modify] and input the new information. Click [Save] when ready.

Deletion of festivals or holidays:

Select the festivals or holidays you want to delete, and then click [Delete] to perform Deletion of festivals or holidays.

5.4.2 Timetable and Shift

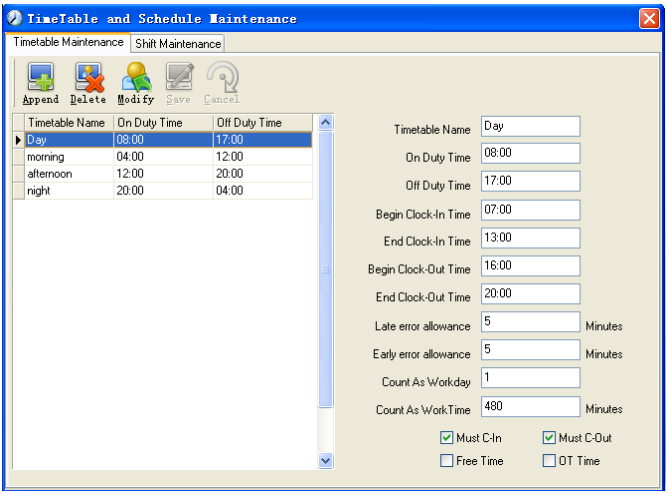
The relationship between shift and timetables:

Shift setup should be done in two steps: First, setup necessary timetables. Second, setup shifts. One or more timetables can be included in one shift.

Timetable is the time period between On-duty and Off-duty required in the company rule. For instance, the company rule requires the working hours be 08:00-12:00 and 13:00-17:00; so 08:00-12:00 and 13:00-17:00 are two timetables. If such a shift needs to be setup, these two timetables should be setup first. Here, we use time table “morning” to indicate “08:00-12:00” and time table “afternoon” to indicate “13:00-17:00”; so two timetables have been setup. (Please refer to the following chapter for details of how to add time tables) and then we can add a shift such as “Normal shift” in which “shift cycle” and “cycle unit” will be setup. Then we should add two timetables - “morning” and “afternoon” so that a shift setup is completed. Brief introduction is mentioned here for you to get a general picture of the relationship between timetable and shift. The details of shift setup will be found in the next two sections.

Timetable maintenance:

Click [Timetable and Shift] in [Attendance] menu. The following window appears.



Pic5.2

Add a new timetable:

Click [Append] and enter the corresponding information:

[Timetable Name] For instance: Day Shift

[On duty Time] (08:00) [Off duty Time] (17:00)

[Begin Clock-in Time] (07:00) [End Clock-in Time] (13:00)

[Begin Clock-out Time] (16:00) [End Clock-out Time] (20:00),

[Late error allowance] (5) [Early error allowance] (5)

[Count as work day] (1)

[Count as work time XXX minutes] (480).

Tick [Must C-In] and [Must C-out],

Finally click [Save] to confirm.

(Please note: Every item should be setup in timetables with no blank left.[Begin Clock-in Time]and[End Clock-in Time]setup the valid time period for clock-in. Records out of this time range will be treated as invalid ones. For instance [Begin Clock-in Time] is 07:00 and [End Clock-in Time] is 13:00. If clock-in record is 07:01 or 12:59, they are valid records but if clock-in record is 06:59, it is invalid. Besides, [Begin Clock-in Time] and [End Clock-in Time] can be more than one day (meaning [End Clock-in Time] can be before [Begin Clock-in Time]) but it can't be longer than 24 hours.

[Late error allowance] means how many minutes after [On duty] are treated as "late", [Early error allowance] means how many minutes before [End Clock-in Time] are

treated as “early”; [Count as work day] and [Count as work time XXX minutes] are used in calculating business leave, leave, absence and overtime.

Checking [Must C-In] and [Must C-out] or not will affect the result of calculation. If [Must C-In] is checked and the timetable is included of Employee A’s shift, he will be either considered absence or treated according to [Not clock in count as late XXX minutes] in [Parameter Settings] If he didn’t clock in or ask for leave. Otherwise, even if there is off duty record for him only, his attendance will be treated as normal.

The timetable Modification

Select the timetable name you want to revise, and click [Modify], then input the new information, clicks [Save] when finished.

The timetable Deletion

Select the timetable you want to delete, click [Delete], and click [OK] to make sure.

(Please note: Begin Clock-in Time and End Clock-in Time makes the valid time range for Clock in. Clock in out of this time range will be treated as invalid records. It is the same with Clock-out time. Please setup in accordance with practical situations.)

Example——Add a timetable:

Complete process for adding four timetables:

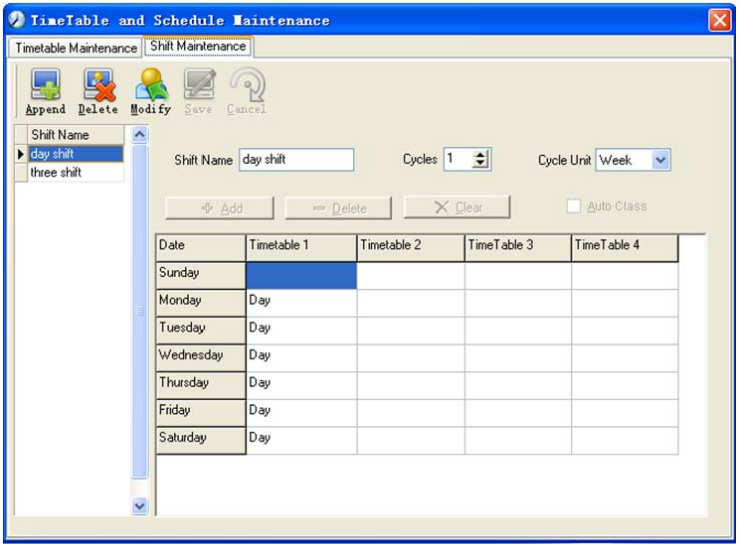
Day shift 08:00 - 17:00 Morning shift 04:00 - 12:00

Noon shift 12:00 - 20:00 Night shift 20:00 - 04:00

(Other information can be setup according to practical situations. Please refer to Pic5.2. Please note there should be no blank left.)

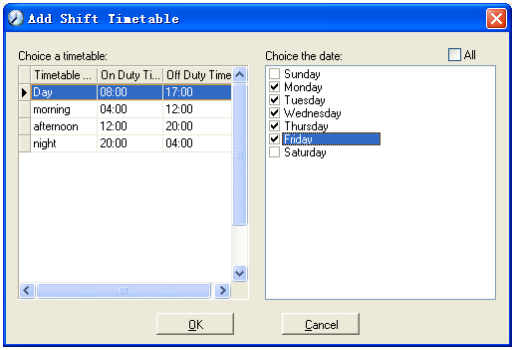
Shift Maintenance

Click [Shift Maintenance] in Pic5.2 and the following window pops up:



Add a shift:

Click [Append] and enter corresponding shit information in [Shift Name] such as: normal shift [Cycle] (1), [Cycle Unit] (week), and click [Add], select the timetables and time range required in this shift in the springing window (see the Pic5.3 below) For instance, select the timetable – Day shift and select from Monday to Friday and then click [OK], back to this window and click [Save] to complete. (Please refer to the example for details.).



Pic5.3

Delete the timetable: Select the timetable you want to delete and click [Delete].

Clear the timetable: Clear all the timetables of the shift.

Arrange the shift automatically: when an employee has several shifts during one period, he need to finish all the shifts if it is not arranged the shifts automatically otherwise he will be regarded as absence; if you select the [Arrange the shift automatically], just finishing one shift of the period is reared as normal attendance.

Modify a shift:

Select the shift to be modified and click [Modify], and enter new information in [Shift Name] etc., click [Save] to complete.

Delete a shift:

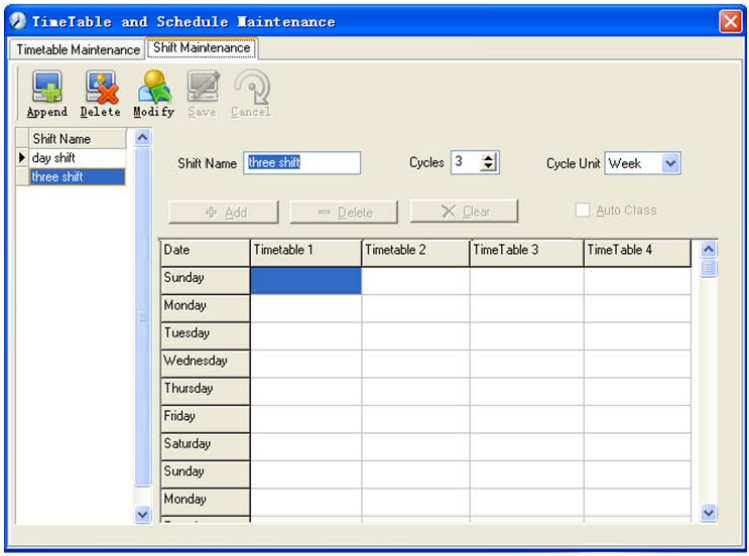
Select the shift to be deleted and click [Delete].

Example---Three shifts:

Add “Three shifts” Shift (Please note: It is assumed that the shift goes around every week, cycle every three weeks and employee is on holiday every Saturday and Sunday.)

Step 1:

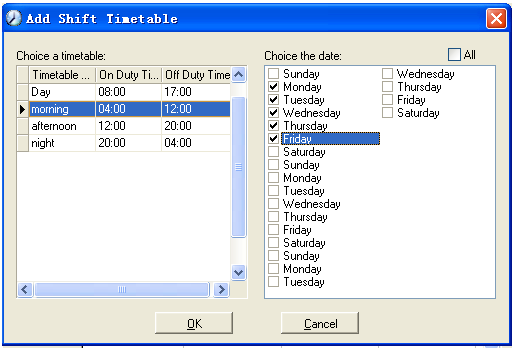
Click [Append], enter “Three shifts” in [Shift Name], set [Cycle] to “3” and [Cycle Unit] to “Week”. Please see the picture below:



Step2

Add corresponding working hour timetable in accordance with “Cycle”: first week (morning shift, from Monday to Friday)

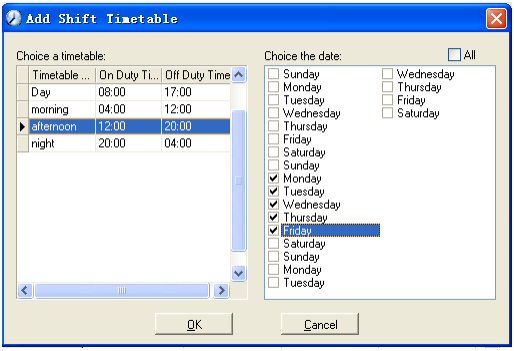
Click [Add] and the following window pops up:



Select the timetable “Morning shift” to be added and select the time range to apply to this timetable “from Monday to Friday of the first week” and click [OK] to complete the setting of the first week.

The second week (afternoon shift, from Monday to Friday)

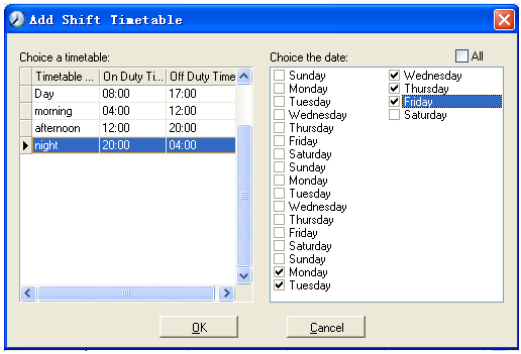
Click [Add], make corresponding operation in the springing window (see the result below):



Click [OK] to complete the working hour setting for the second week.

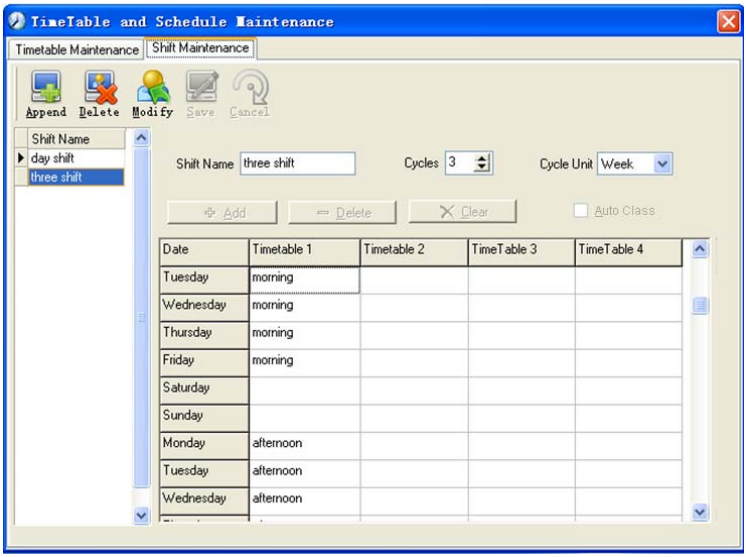
The third week (night shift, from Monday to Friday)

Click [Add], make corresponding operation in the springing window (see the result below):



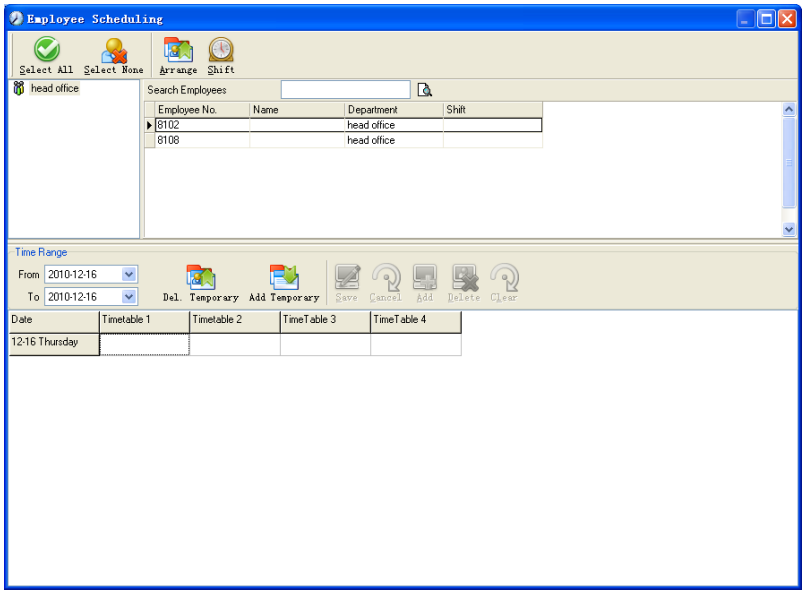
Click [OK] to complete the working hour setting for the third week.

After the completion of above steps, please don't forget to click [Save] and the setup of "three shifts" will be done (see the picture below):



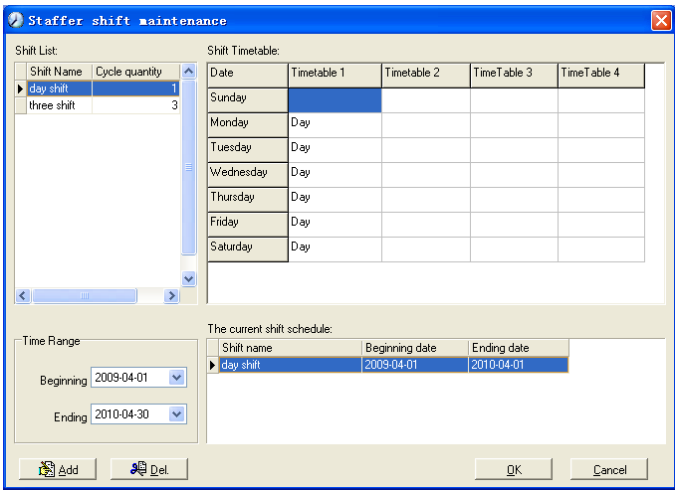
5.4.3 Employee Scheduling

Click [Employee Scheduling] in [Attendance] menu. The following window appears:



Pic5.4

Choose the department or several personnel that need to arrange shifts, click [Arrange], the following window appears:



Pic5.5

Add a new shift:

Select the corresponding shifts, for instance: The commencement date and deadline of

this shift of “normal class ", click [Add] button and then click [OK] in Pic5.5 to finish the adding of new shifts.

Please note:

If the cycle unit of scheduling is “week” and the amount of cycle is more than 2, the starting date should setup as “Sunday”.

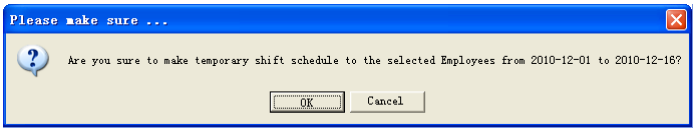
If the cycle unit of scheduling is “month” and the amount of cycle is more than 2, the starting date should setup as “1st day of a month”.

Deletion of the shifts:

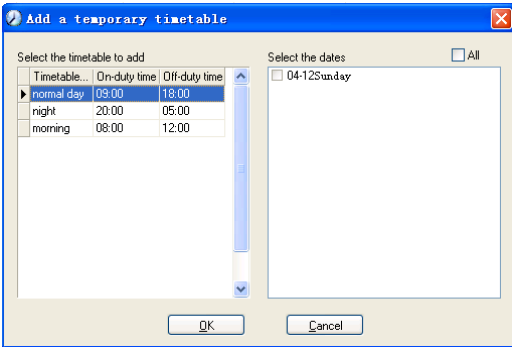
Select the shifts in the shifts form which you want to delete, click Delete button, and click ok on the pop up dialog box to finish the deletion.

Arrange a Temporary Shift:

When one or many employee's working time needs to be changed temporarily, you can arrange a temporary shift. Click [Add Temporary] the following window appears:


Please make sure ...
Are you sure to make temporary shift schedule to the selected Employees from 2010-12-01 to 2010-12-16?
OK
Cancel

Click [OK] and the temporary scheduling can be operated. Then click [Add] and the following window will pop up:



Click [OK] and the timetables will be saved. Click [Save] and the temporary scheduling will be saved.

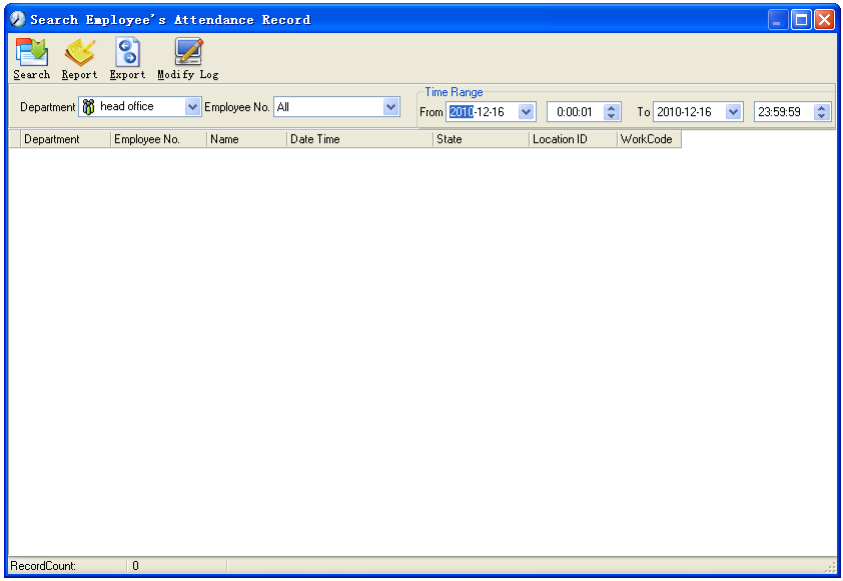
[Delete]: Delete the selected timetable;

[Clear]: Delete all the timetables in the current time range;

[Cancel]: Delete the existing temporary scheduling in the selected time range;

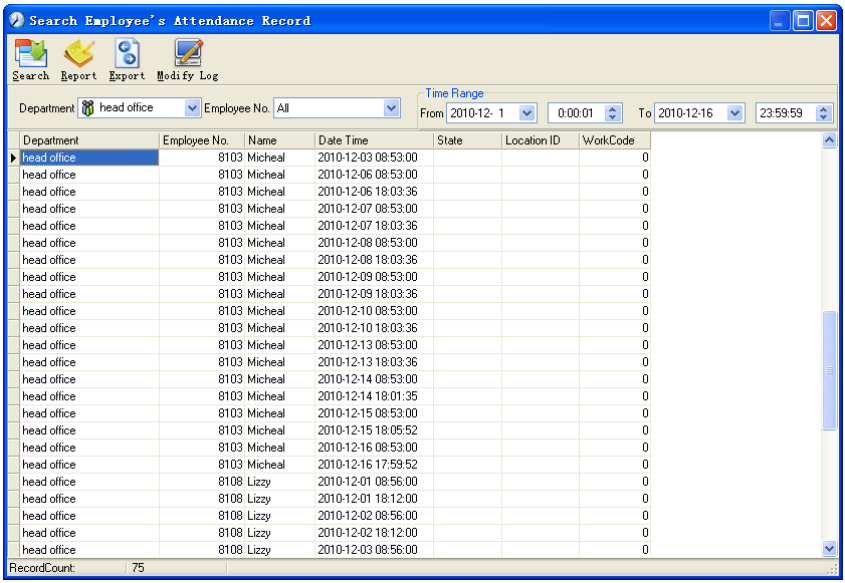
5.4.4 Attendance Records

Click [Attendance Records] in [Attendance] menu, the following appears:



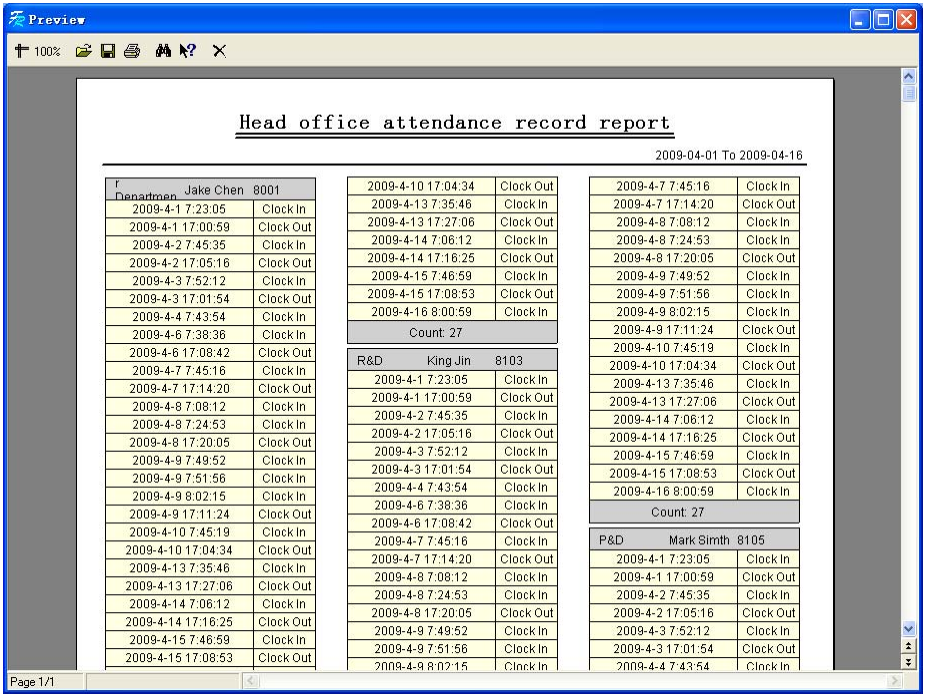
Inquiry of attendance record:

Select the department, employee, the beginning and ending time that need to inquire about, then click search, you can get the corresponding attendance record.


Search Employee's Attendance Record
Search
Report
Export
Modify Log
Department
head office
Employee No.
All
Time Range
From
2010-12- 1
0:00:01
To
2010-12-16
23:59:59
Department
Employee No.
Name
Date Time
State
Location ID
WorkCode
head office 8103 Micheal 2010-12-03 08:53:00 0
head office 8103 Micheal 2010-12-06 08:53:00 0
head office 8103 Micheal 2010-12-06 18:03:36 0
head office 8103 Micheal 2010-12-07 08:53:00 0
head office 8103 Micheal 2010-12-07 18:03:36 0
head office 8103 Micheal 2010-12-08 08:53:00 0
head office 8103 Micheal 2010-12-08 18:03:36 0
head office 8103 Micheal 2010-12-09 08:53:00 0
head office 8103 Micheal 2010-12-09 18:03:36 0
head office 8103 Micheal 2010-12-10 08:53:00 0
head office 8103 Micheal 2010-12-10 18:03:36 0
head office 8103 Micheal 2010-12-13 08:53:00 0
head office 8103 Micheal 2010-12-13 18:03:36 0
head office 8103 Micheal 2010-12-14 08:53:00 0
head office 8103 Micheal 2010-12-14 18:01:35 0
head office 8103 Micheal 2010-12-15 08:53:00 0
head office 8103 Micheal 2010-12-15 18:05:52 0
head office 8103 Micheal 2010-12-16 08:53:00 0
head office 8103 Micheal 2010-12-16 17:59:52 0
head office 8108 Lizzy 2010-12-01 08:56:00 0
head office 8108 Lizzy 2010-12-01 18:12:00 0
head office 8108 Lizzy 2010-12-02 08:56:00 0
head office 8108 Lizzy 2010-12-02 18:12:00 0
head office 8108 Lizzy 2010-12-03 08:56:00 0
RecordCount:
75

Attendance record report form preview:

Click [Report] when the window displays the attendance inquiry records, you can get the report form automatically.



Attendance records exporting

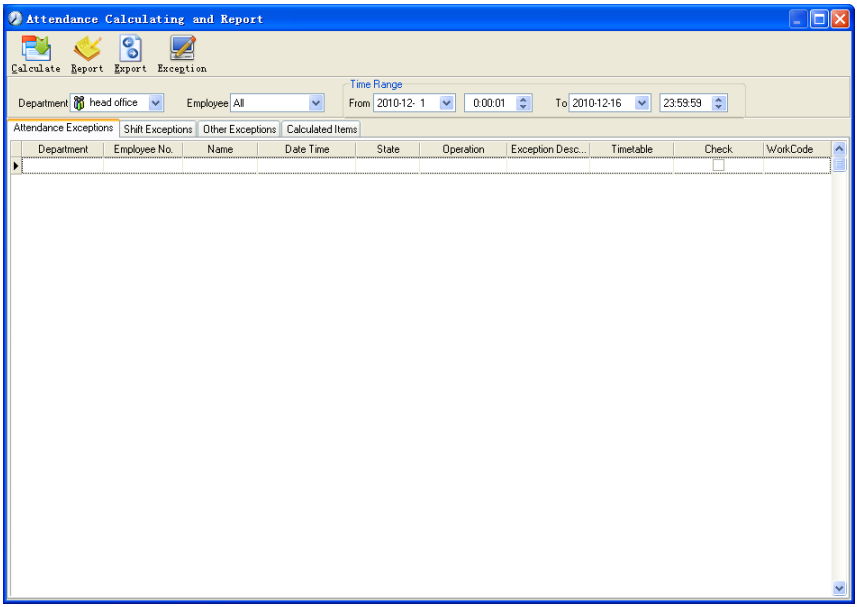
If need to lead out the attendance record, only need to click export, you can lead out the data inquired. (File format: *.txt, *.xls)

Click [Modify Log] and the log-modifying window will be called for reviewing the modification log of time and attendance records.

5.4.5 Attendance Calculating and Report

Inquiry of report form:

Click [Attendance Calculating and Report] in [Attendance] menu, the following window appears:



Pic5.6

Select the beginning, the ending date and the department and employee that need to be calculated and then click [Calculate].

There are four Tabs of information after search and calculation which can be viewed respectively:

[Attendance Exceptions]: Display the dealt result of the original attendance records;

[Shift Exceptions]: Display Employee's attendance result in the scheduled time period;

[Other Exceptions]: Display Employee's leave, out and overtime etc.;

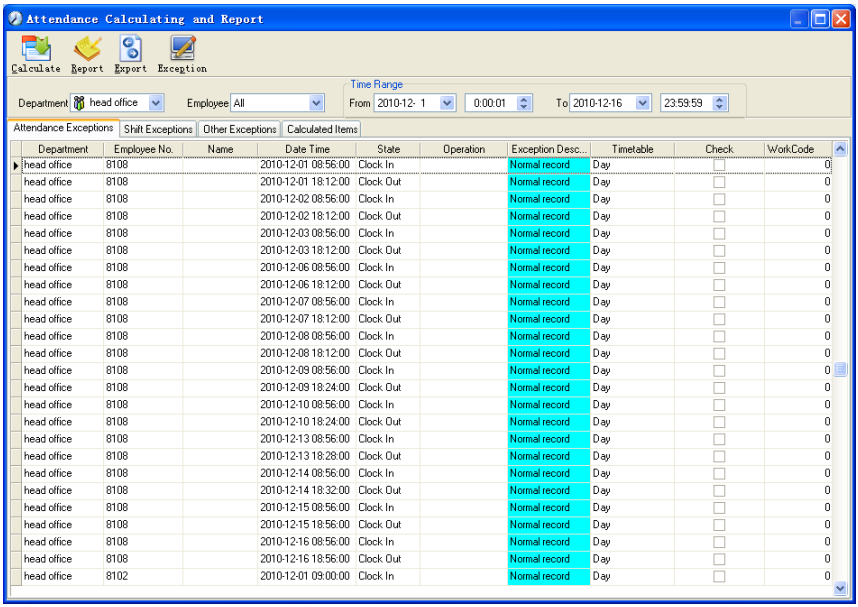
[Calculated Items]: Display all Employee's calculated items such as "normal", "actual", "late", "early", "absent", "overtime" etc.

Please note: When dealing with "Out" calculation, there should be "Out back" and only "Out" and "Out back" in one shift can be calculated.

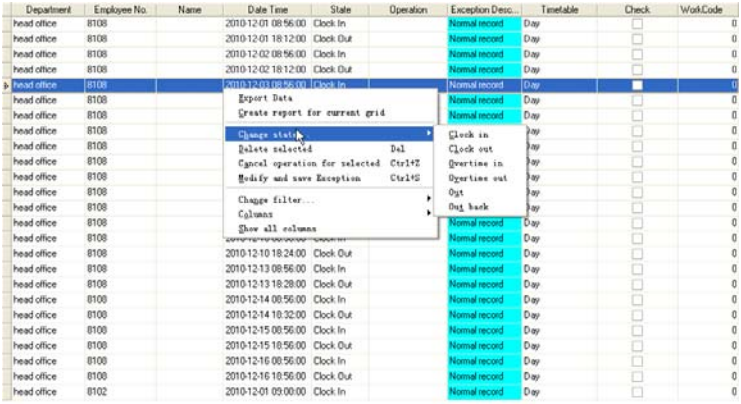
Working hours in the report="Actual" -"Late"-"Early"-"Out"

Exceptions of attendance records dealt with:

Open the attendance exceptions option card to deal with the records:



We will see such mistakes as “state mistake”, “invalid record”, “repeated record”, etc. are described. (If we will revise to write down, click the right key and springs the following menu):



The definition of each option as follows:

[Export Data]: Export the data in the current attendance record list to a file in txt or xls format;

[Create report for current grid]: Generate report based on the data in the current attendance record list for preview and print;

[Change state]: Change the selected attendance record to a new state. Manually deal with the attendance record according to the practical situation;

[Delete selected]: Mark the record as manual deleting, deleting when save it;

[Cancel operation for selected]: Cancel revision to this record;

[Deal with and save]: You can save the records that have been treated. If you want to see the changed records, you can click [modified record log] in system menu;

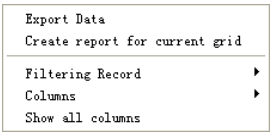
[Filter the record]: If there are too many records, you can filter them, and keep down the corresponding record you want;

[Columns]: Define the fields displayed. Meanwhile, the modification will take effect and be saved;

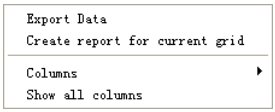
[Show all columns]: Display all fields in [Columns];

Please note: We can manually modify the record as stated above to assure the veracity of the report according to the practical situation. If there is disoperation, the records can be recovered through [Modified Record Log] in [System].

Right Click in [Shift Exceptions] the following shortcut menu will pop up:



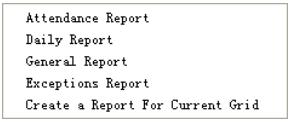
[Other Exceptions], [Calculated Items] the following shortcut menu will pop up:



The operation is the same as stated above.

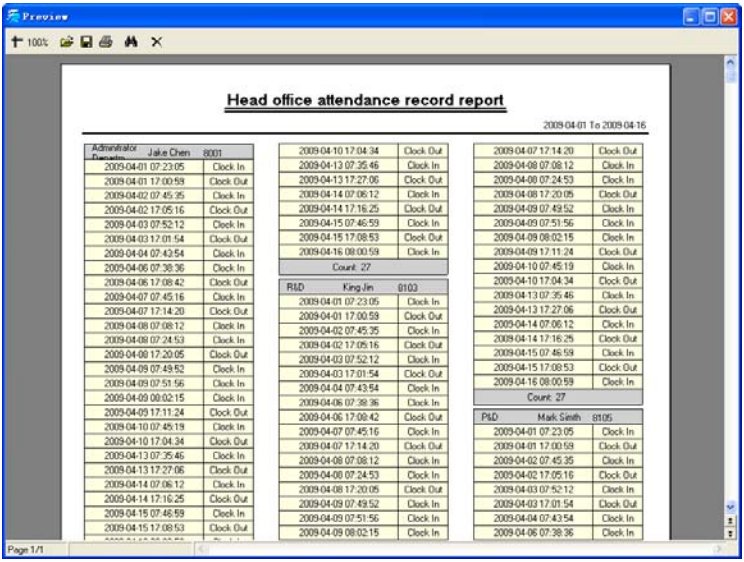
Report:

Click [Report] in pic5.6 and the following menu will pop up:

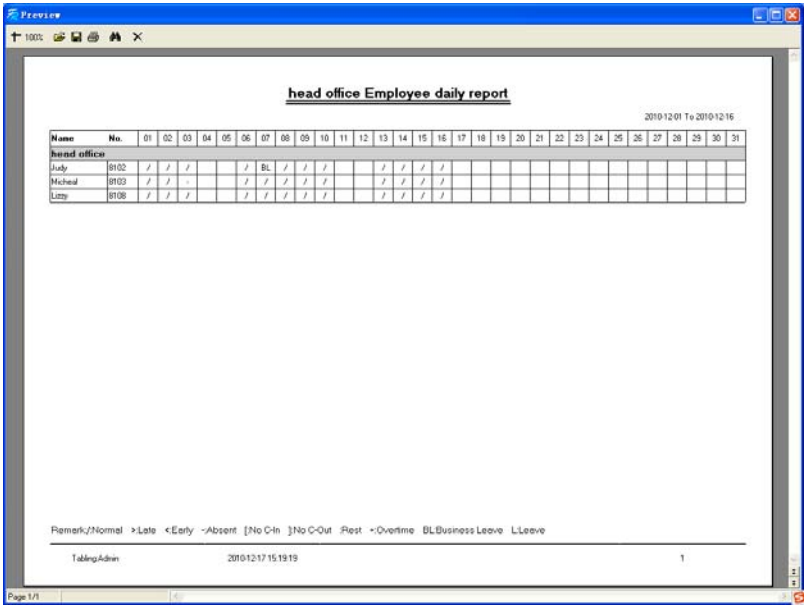


Pic5.7 Exception menu

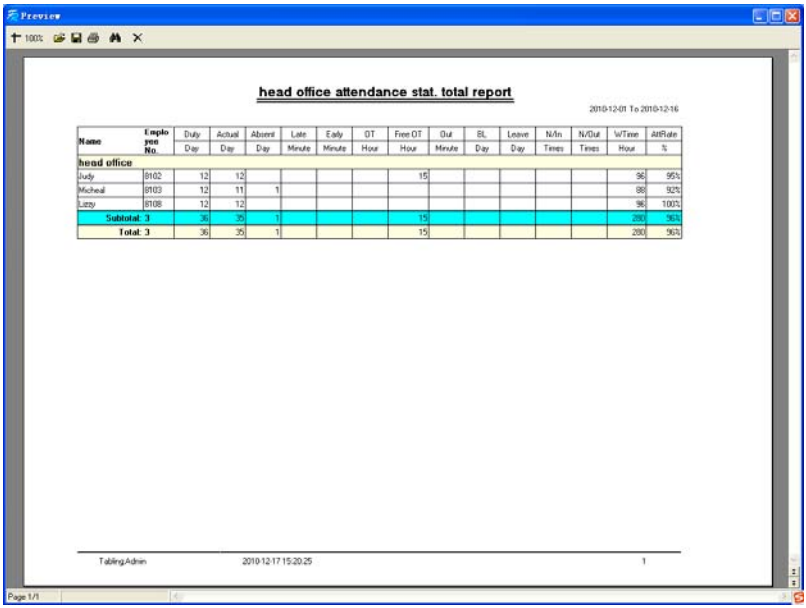
[Attendance Report]: Calculate employee's attendance record;



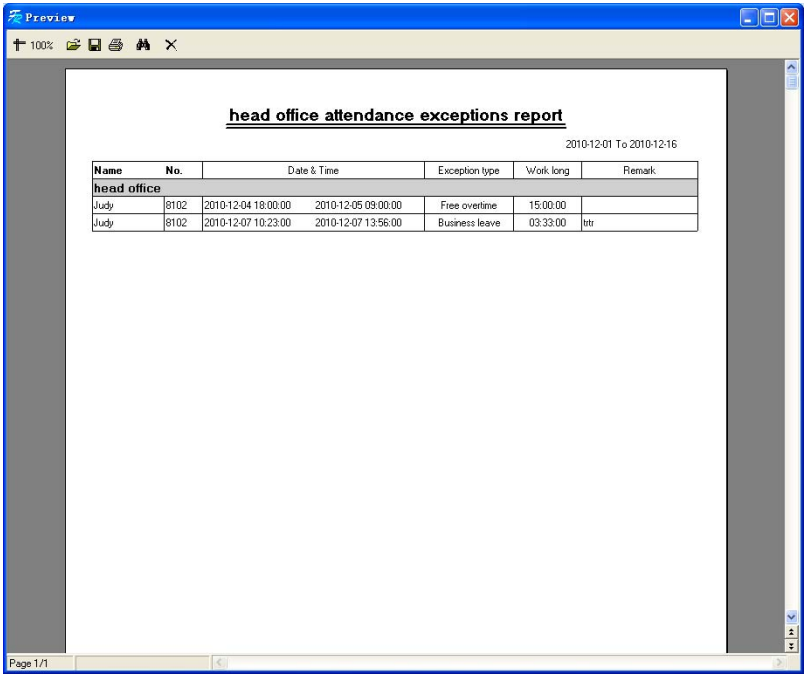
[Daily Report]: Calculate employee's daily attendance record;


Preview
100%
head office Employee daily report
2010-12-01 To 2010-12-16
Name No. 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
head office
Judy 8102 / / / / BL / / / / / / / /
Micheal 8103 / / - / / / / / / / / /
Lizzy 8108 / / / / / / / / / / / /
Remark:/:Normal >:Late <:Early -:Absent [:No C-In]:No C-Out /Rest +:Overtime BL:Business Leave L:Leave
Tabling:Admin 2010-12-17 15:19:19 1
Page 1/1

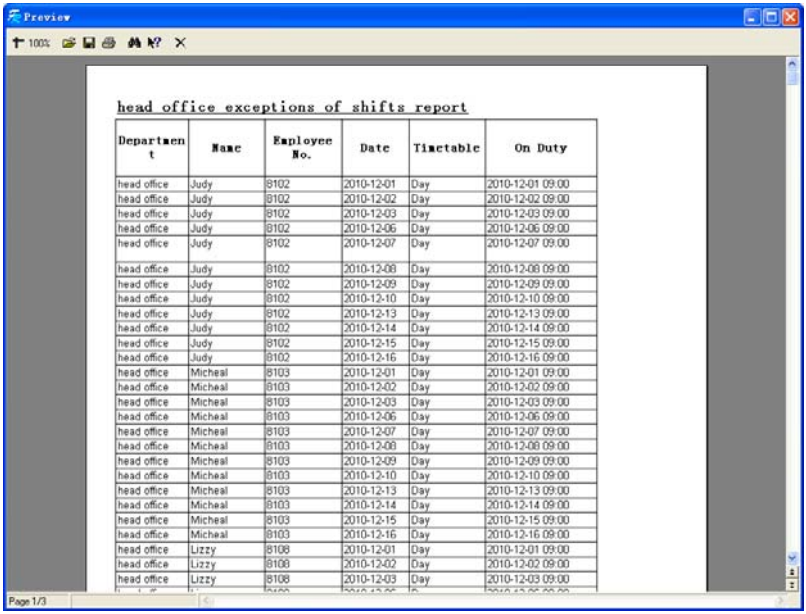
[General Report]: Calculate all employee's attendance items such as "normal", "actual", "late", "early", "absent", "overtime" etc;

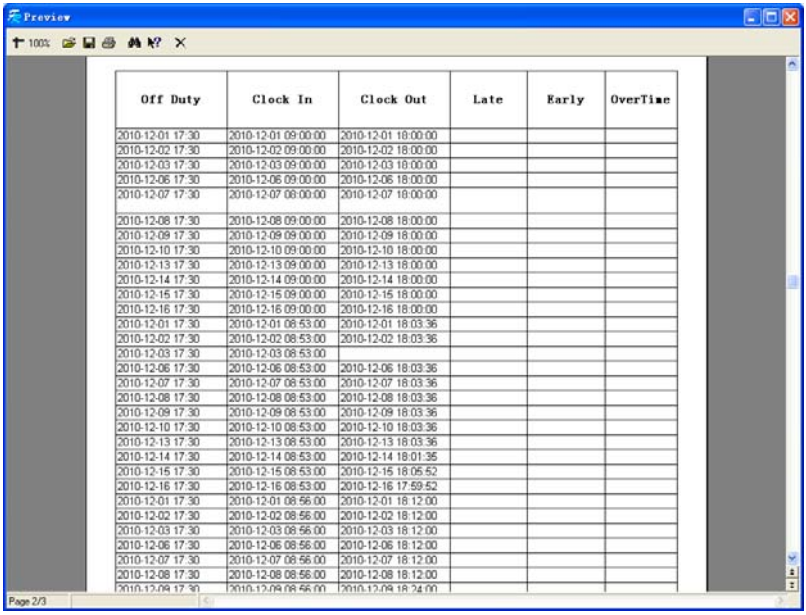


[Exceptions Report]: Calculate employee's "out", "overtime", business leave/ personal leave" etc;


Preview
100%
head office attendance exceptions report
2010-12-01 To 2010-12-16
Name No. Date & Time Exception type Work long Remark
head office
Judy 8102 2010-12-04 18:00:00 2010-12-05 09:00:00 Free overtime 15:00:00
Judy 8102 2010-12-07 10:23:00 2010-12-07 13:56:00 Business leave 03:33:00 trtr
Page 1/1

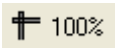
[Create a Report for Current Grid]: Print preview of the current displayed grid. For example: Attendance Report





Print Report:

Toolbar of report preview is as the following picture:

 Adjust the ratio of preview content;

Open the existing report file;

Find the report file (*.frp) to be opened, select it and click [Open] to see the report.

Save report to file;

Select the directory to save the report to, enter the file name and click [Save] to complete the backup of the report for future check or copying to another computer for printing; extension file name is “*.frp”.

Print Report;

Close Preview

Data Export:

In picture 5.6, click [Export] and the displayed data of grid in the current window will be exported to a file (*.txt or *.xls). It has the same function as [Export Data] when right clicking in each grid.

Exceptions dealt with:

In pic5.6, click [Exception] and the following menu will pop up:

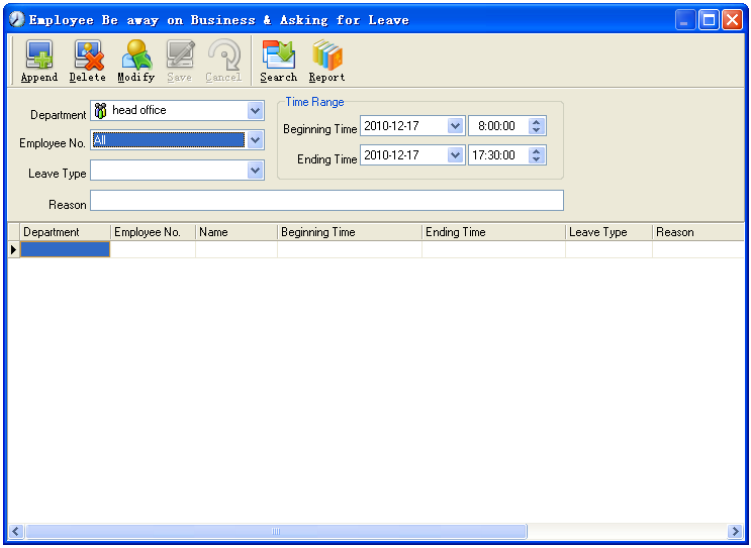
Click options one by one in the menu and the following modules will pop up respectively: [Append record], [Late/Early Collectively], [Business Leave/leave] and [Modified Record Log]. If the calculation result is incorrect for some employee, first, please check whether there is leave or forgetting Clock in or Clock out for this employee. If there is, please deal with the records through above menu. Please refer to the next chapter for more details.

5.5 Deal with Exceptions

Click [**Exception**] on the main menu, following springs:

5.5.1 Away on Business/ Leave

When the employee can't punch in/out because of going out on business or asking for leave, in order to guarantee the exactness of the final statistics, we should make these settings through this function. Click [Away on Business/ Leave] in [Exception] menu, the following interface springs:



Deal with employee away on business / leave:

Click [Append], then select the proper department, employee ID, beginning time, ending time, leave type, and click save when ready.

Modification of employee away on business or leave:

Select the appointed employee whom you want to make this modification to, and click [Modify]. Then you can modify the relative information; click [Save] when ready.

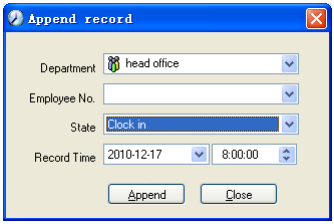
Deletion of employee away on business or leave

Select the appointed employee and the relative information you want to make this deletion, and click [Delete].

5.5.2 Append Record

If a employee didn’t punch in because of special reason, you can use this function to

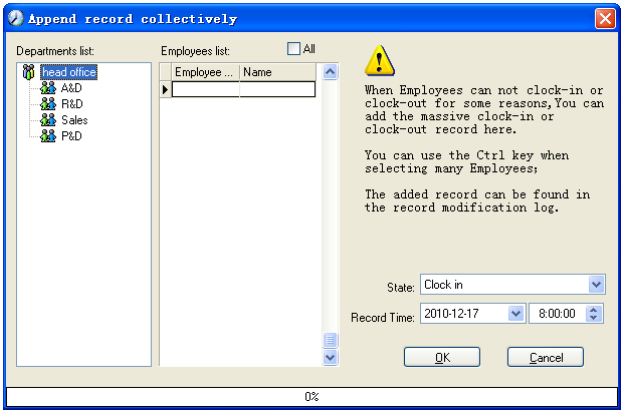
append the forgetting attendance record. Click [Append Record] in [Exception] menu, the following window Springs:



Select the relative items and click [Append] when ready.

5.5.3 Append Record Collectively

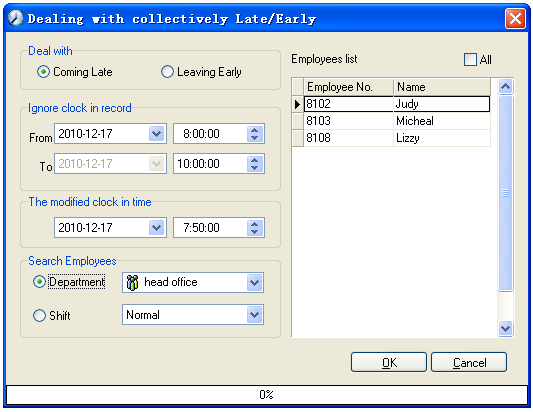
When part or all of the employees in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively, click [Exception]--[Append Record Collectively], following springs:



Select the department, thus the employees in the department will be listed in the employee list, select the employees whom you want to add records on to, then select record's state and time, then click [OK] to finish.

5.5.4 Dealing with Collectively Late / Leaving

When collectively coming late / leaving early takes place for some allowable reasons, you can use this function. Click [Dealing with Collectively Late / Leaving] in [Exception] menu. The following springs:

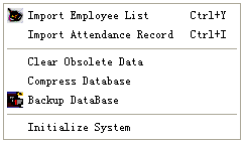


Steps as follows;

1. Click “Dealing with Collectively Late/Early”;
2. Select time range for “ignore clock in record”;
3. Select the “modified clock in time”
4. Search employee through department or shift;
5. Select employee;
6. Click [OK] to confirm.

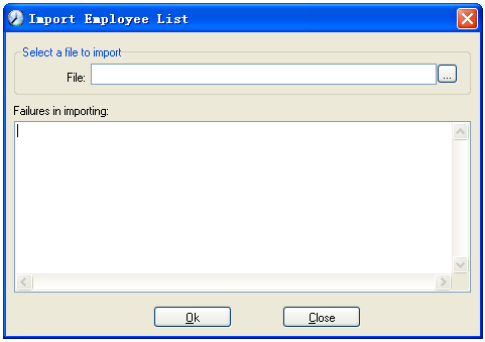
5.6 Data Maintenance

Click [Data Maintenance] on the main menu, following springs:

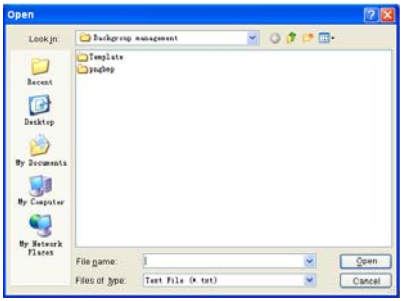


5.6.1 Import Employee List

Click [Import Employee List] in [Data Maintenance] menu. Pop up the following window:



Click [...] to select the personnel list file for importing.



Select the right file which can be in *.txt or MS Excel (*.xls) formats, then click [open]to get back to above window, click [OK] to start!

The definition of (*.txt) data format as follows:

This format of file only can import the employee info of “ID, Name, and department”;

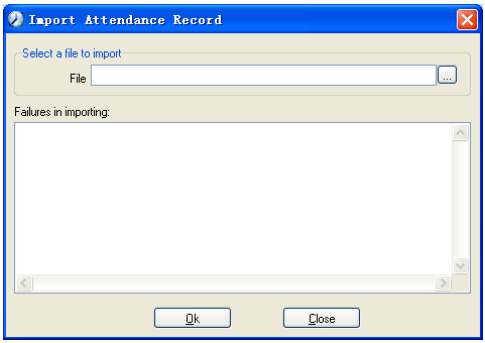
The format of data must follow: Employee ID + Tab + Name + Tab + Department;

The information each employee takes one line, no blank line between one another.

This format of file can import the employee info includes: “Employee No., Name, Department, position, Employ Date, Telephone, Address, Sex, Language, Comment”; put those items on the head line and input the items by order, the order can not be changed.

5.6.2 Import Attendance Record

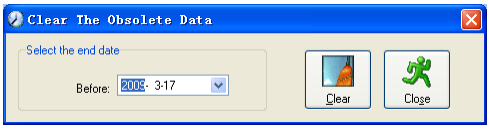
Click [Import Attendance Record] in [Data Maintenance] menu, Springs the following window:



Click [...] to select the attendance record file for importing, and click [OK] to start.

5.6.3 Clear Obsolete Data

Click [Clear Obsolete Data] in [Data Maintenance] menu, springs the following window:



After your system is used for a long time, you will get a large number of obsolete data in the database. It ties up the hard disk space and influences your system operation speed. At this moment you can use this function to clear these useless data.

Select the ending date for your data clearing. And click [clear] to complete this operation, after the clearance, the system will prompt asking you to compress the database as following shows; select [OK] to finish. (Note: you can only clear the data of one month ago).

5.6.4 Compress Database

Click [Compress Database] in [Data Maintenance] menu to compress and repair the database

5.6.5 Backup Database

For ensuring the safety of data and recoverability, we advise you to back up the database regularly. Click [Backup Database] in [Data Maintenance] menu, then select the route to backup the database. Click [Save] when ready.

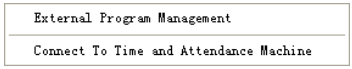
Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

5.6.6 Initialize System

Click [Initialize System] in [Data Maintenance] to initialize the system. (Note: After the system is initialized, all information will be lost; the system will get back to the state when just installed. Please make sure that you want to initialize the system.)

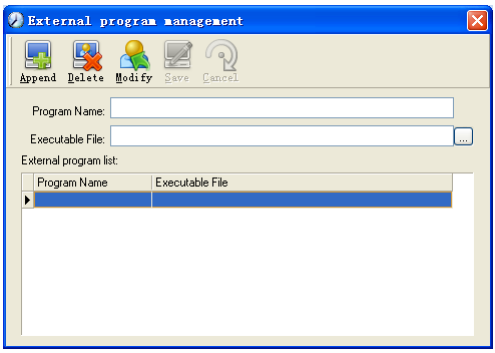
5.7 External Program Management

Click [External] on the main menu, following springs:

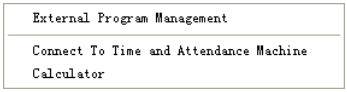


5.7.1 External Program Management

We can append external program into time attendance program for convenient operation. Click [External]-[External Program Management], following springs:



Firstly, we can click [Append] to add a new menu. For example, we need “calculator” when we are operating, input “Calculator” into the input field of [Program name], and then input “C:\WINDOWS\system32\cacls.exe” into the input field of Executable file or browse ... to find the calculator program, click [Save] to finish at last. We will see [Calculator] when you open [External program management] over again:



5.7.2 Connect to Time Attendance Machine

Click [External]-[Connect to Time Attendance Machine] springs the communication interface between the software and the machine which can control the current machine connected with the computer, it can collect the records from the machine, upload and download employee info & clear the old data & modify the time on the machine. Find detail on clause《Time and attendance management & communication》.

Chapter6 FAQ

Frequently asked questions and answers

6 FQA

6.1 No records found though employee have clocked in/out.

Reason	Solution
1. Unit power break for a long time (time turn to zero as default)	Synchronize the time
2. The record hasn't been downloaded.	Please download the record from the device.
3. The capacity has been fully occupied.	Please clear the records in time.

6.2 The machine cannot connect with PC.

Reason	Solution
1. Communication method not set correctly	Select the correct communication method
2. Cable not plugged firmly or cable hardware problem	Plug the cable firmly or change another cable
3. Not able to connect COM (wrong COM No.)	Please enter the right COM No.
4. Not able to connect TCP/IP (wrong setting)	Refer to the manual for connecting Time Attendance terminal

6.3 Clock's time works fine, but employee cannot attendance

Reason	Solution
1. Unit in dormancy status	Press any key to activate.
2. The device is on communication or the route has been interfered.	1. Please exit the system by clicking [Exit system] to quit abnormally, the device resume collecting card every 1 minute. 2. Eliminate the interference of the route.
3. The capacity has been fully occupied.	Please clear the records in time.

Please note: Should you have any other problems, please kindly email us the log files in zip or rar (The log files are in Log directory in the installation directory of the software)!